

**City of El Paso Museums and Cultural Affairs Department
(MCAD)**

GENERAL APPLICATION GUIDELINES

Fiscal Year 2014-2015

1. Before you begin your application
 - * **Carefully read all the General Funding Guidelines and**
 - * **The Guidelines specific to the Program you are applying**
 - * **Develop your application so that it addresses program goals and evaluation Criteria**
 - * **Type your organization's legal name on the top of every page of the application**
2. Type your organization's name on the top of every page of the application.
2. Complete every required form and submit additional required documents (e.g., résumé of key personnel, IRS status letter, etc.). This varies according to which program you are applying for.
3. Check your work and make sure that your financial data is accurate and complete.
4. Submit the number of copies required. Use a strong mailing envelope so that materials will arrive intact.
5. Do not staple any of your application materials; a paper clip will suffice. There is no need to use fancy paper, extravagant folders, or elaborate bindings.
6. Date and label all work samples submitted so that the review panel can see how your work has developed. For applicants submitting CD/DVD, submit the best 90-second representation of your work. All supplementary materials submitted should reflect the quality of your artistic product. Poorly produced supplementary materials, including audio or visual materials can do more harm than good. After submission, all supplemental materials will be property of MCAD and will not be returned.
7. If clarification is needed or to review a section of the application for the Operational Support Program (OSP), Project Support Program (PSP) Community Arts Program (CAP) and Artist Incubator Program (AIP) contact:

El Paso Museums and Cultural Affairs Department
Socorro Q. Diamondstein
Cultural Funding & Technical Assistance Coordinator
Tel: (915) 541-4167
Email: diamondsteinsq@elpasotexas.gov
8. The application must be completed upon submission on April 28, 2014 at our physical address:

El Paso Museums and Cultural Affairs Department
400 W. San Antonio Ave, Suite A
El Paso TX 79901.

If necessary documentation is missing **the application will not be accepted. The applicant has to be responsible for ensuring the proper completion of the application**

9. MCAD employees and family members that live in the same household may not apply for cultural funding. Former MCAD employees are not eligible to apply for funding until one year after date of separation from MCAD.
10. Due to the budgetary constraints only one application will be accepted per organization or artist

Cultural Funding Programs

Art and Cultural services, programs or projects must take place during the following fiscal year 2015 (September 2014, through August 15, 2015)

The City of El Paso will award cultural services contracts through the following funding programs:

- **Operating Support Program (OSP):** Provides operating support to large, non-profit arts and cultural organizations providing a season of activities open to the public, active community outreach and related activities that have a cultural tourism appeal. OSP is designed to support the organizational stability of El Paso's arts and cultural assets as well as to cultivate organizational growth and professional development.

This category is for:

- Organizations that have an operating budget of \$100,000 or more
- Organizations that have letter of Determination 501(c)3
- Organizations whose funding request will not exceed 50% of the organization's previous year's expenditures as determined by the IRS 990 Form
- Organizations that have at least a part-time Executive Director or Manager
- Organizations with a minimum three (3) year funding history with MCAD

Requirements for OSP are:

- A three (3) year history of funding support by MCAD.
- OSP funding used to support general operating expenditures, including artistic and administrative expenses.
- **Monthly reporting** on activities and programs presented by the organization, attendance, venue.
- Provide a Mid-year report in **March 19, 2015 and Final Report by August 15, 2015.**
- **Awards range \$10,000 to \$25,000**

- **Project Support Program (PSP):** Provides project support to 501(c)3 non-profit arts and cultural organizations and other community based organizations that are reflective of the El Paso region's rich and diverse art, culture and heritage.

This category is for:

- Organizations that have qualified artistic and administrative leadership capable of completing the proposed project with a commitment to funding artists and artistic products. Innovative, accessible and appealing to local residents and visitors alike.
- Activities must start no earlier than September 1, and end no later than August 15, of the applicable City of El Paso fiscal year.

Requirements for PSP are:

- Organizations that have been in operation for at least two (2) years.
- PSP funds are to be applied to project related expenses such as administration, production, artistic fees, coordination (including staffing), audience development, outreach, and marketing.
- Awardees must provide annual reporting including attendance, venue and cost.
- The total funding from the City of El Paso will not exceed 50% of the organization's previous year's expenditures as determined by the IRS 990 IRS Form.
- Must have a 1:1 match to all the awards.
- Awards range from \$1,000 to \$10,000

- **Community Arts Program (CAP):** Provides funding for non-profit arts and cultural organizations and individual artists to provide a variety of arts and cultural activities that have a focus on arts education and community arts development. The program will create a roster of arts and culture providers available to provide services throughout the city.

This category is for:

- Individual artists who are residents of the City of El Paso or cultural organizations whose administrative offices are permanently located within the El Paso City limits.
- CAP funds can be used for service-related expenses such as administrative, artistic and technical personnel, in addition to other expenses related to the service/activity that the artist/organizations propose to provide.
- Individual artists and cultural organizations performing and presenting in the areas of music, dance, theatre, literature, visual arts, film/video/digital and literary arts, and folk artists are all eligible to apply
- To encourage creative interaction among artists, residents and neighborhoods, as well as to encourage collaboration between artists and community-based organizations/services.

Requirements for CAP are:

- All applicants must be able to verify a minimum track record or organizational history of at least one (1) year. Proposed activities must start no earlier than September 1, and the end no later than August 15, of the applicable City of El Paso fiscal year; proposed activities will not commence until after the signing award contract.
- Applicant organizations must be incorporated as private 501(c)3 non-profit. This does not apply to individual artists.
- Ongoing reporting to MCAD for each activity to include attendance, venue, and an evaluation of the program. Community hosts must also provide a completed evaluation of each program or event sponsored through CAP.
- CAP recipients must invoice after every service
- Maximum per service is \$2,500, maximum total award is \$10,000

- **Artist Incubator Program (AIP):**

This program promotes awareness of the contributions that El Paso artists make in our community. This program will provide funding directly to individual artists.

This category is for:

- The creation of new work by professional and emerging visual, literary and performing artists living in El Paso. This program is highly competitive.

Requirements for AIP are:

- Provide a report at the conclusion of a program or event that includes attendance, location, an evaluation of the program, and financial statement.
- AIP grants range from \$1,500 to \$3,500.
- Individuals can apply only every other year. This is true only for AIP

Cultural Funding Guidelines

Application Timeline

Fiscal Year 2014-2015

March 3, 2014	Guidelines & Applications available online www.elpasoartsandculture.org Each applicant will be responsible for printing their own copy of the Cultural Funding Guidelines and the application of the program in which you will apply.	
Orientation Sessions	Attendance is mandatory for all applicants	
Operational Support Program	<u>Early Bird:</u> March 11, 2014 AM session 9:00 -9:45am City of El Paso Museums and Cultural Affairs Department Board Room 9:00am-9:45am 400 West San Antonio Suite A El Paso, Texas 79901	
Project Support Program	<u>Early Bird Sessions:</u> March 18, 2014 AM session 10:00-10:45am Marquez Library, 610 N. Yarborough El Paso, Texas 79915 or March 20, 2014 PM session 5:30 - 6:15pm El Paso City Hall, Main Room 2nd Floor 300 N. Campbell El Paso, Texas 79901	<u>Late sessions:</u> April 15, 2014 AM session 10:00-10:45am Cisneros Library 1300 Hawkins El Paso, Texas 79925 or April 15, 2014 PM session 5:30-6:15pm El Paso City Hall, Main Room 2nd Floor 300 N. Campbell El Paso, Texas 79901
Community Arts Program	<u>March 18, 2014</u> AM session 11am-11:45am Marquez Library, 610 N. Yarborough El Paso, Texas 79915 Or March 20, 2014 PM session 6:15-7pm El Paso City Hall, Main Room 2nd Floor 300 N. Campbell El Paso, TX 79901	<u>April 15, 2014</u> AM session 11:00-11:45am Cisneros Library 1300 Hawkins El Paso, Texas 79925 Or April 15, 2014 PM session 6:15-7:00pm El Paso City Hall, Main Room 2nd Floor 300 N. Campbell El Paso, TX 79901

Artist Incubator Program	<p>March 18, 2014 AM session 12:00-12:45pm Marquez Library, 610 N. Yarborough El Paso, Texas 79915</p> <p>or</p> <p>March 20, 2014 PM session 7:00-7:45pm El Paso City Hall, Main Room 2nd Floor 300 N. Campbell El Paso, TX 79901</p>	<p>April 15, 2014 AM session 12:00-12:45pm Cisneros Library 1300 Hawkins El Paso, Texas 79925</p> <p>or</p> <p>April 15, 2014 PM session 7:00-7:45pm El Paso City Hall, Main Room 2nd Floor 300 N. Campbell El Paso, TX 79901</p>
April 28, 2014	Applications due: applications must be hand delivered or postmarked by the deadline date OSP, PSP, CAP, AIP	
May 29, 2013	<p>Applicant schedule for Panel Review times will be posted online: www.elpasoartsandculture.org It is the applicant's responsibility to check the review time online, no other notices will be sent</p>	
<p>El Paso Museum of History, Seminar Room</p> <p>June 3, 2014 June 10, 11, 2014 June 17, 18, 2014 June 24, 25, 2014</p>	<p>Panel Review Sessions Failure to attend the panel meeting will result in a reduction of 20 points</p> <p>Operational Support Program (OSP) Panel Review Project Support Program (PSP) Panel Review Community Arts Program (CAP) Panel Review Artist Incubator Program (AIP) Panel Review</p>	
July 17, 2014	<p>Program Recommendations Based on applicant's scores and availability of funds, recommendations for awards and declines are forwarded to Museums and Cultural Affairs Advisory Board (MCAAB) for review and approval</p>	
End of August, 2014	<p>City Council approves FY 2014 City Budget Funding amount determination letter will be sent out to all awardees or declines after City Council Approval of the Budget for FY 2015 (September 2014 through August 2015)</p>	
September, 2014	<p>Contracts will be drafted for Fiscal Year 2015 (September 1, 2014 through August 15, 2015) All contracts must be signed no later than November 15, 2014</p>	

GENERAL ELIGIBILITY FOR ALL APPLICANTS

Fiscal Year 2014-2015

APPLICATION DEADLINES

All applications must be received in the MCAD office **by 5:00 PM or postmarked by midnight of April 28, 2014**. The MCAD Funding Programs are **awarded annually** and applicants are required to submit applications for funding on an annual basis.

SCHEDULING OF ORIENTATION SESSIONS

Applicants must attend one of the orientation meetings; Early Bird sessions will take place March 11, 18 and 20, the late sessions April 15 . For a full schedule of Early Bird and late sessions are available in the Application Program Time Line.

REVIEW PANEL PROCESS

MCAD convenes a review panel, to score each application. Reviewers represent diverse disciplines, community perspectives, and field expertise.

The applicants must come prepared to present highlights of their organization or art, be able to respond to answers about the quality or the financial pages on the application. The schedule of the specific Review time will be posted by May 29th , 2014 on the MCAD web page www.elpasotexas.gov/mcad under Cultural Funding.

It is the applicant's responsibility to check the review time, no other notices will be sent, and the dates for each program are listed on the Application Program Timeline.

Applicant's failure to attend the panel meeting will result in an automatic reduction of 20 points from the final score.

Panel participation is open to people with relevant experience and who are able to volunteer adequate time and energy to the process. Nominations for reviewers come from the El Paso community, colleagues within other local and national arts agencies, the public and City personnel. Potential reviewers may be nominated by submitting a completed Review Panel Nomination Form to MCAD office. A Nomination Form is included in this package, or can be downloaded from our website (www.elpasotexas.gov/mcad) by clicking on **Cultural Funding Program**.

- All applications are subject to the Review Panel Process
- Panelist will score and rank applicants on a 100 point system in accordance with established criteria for each funding program.
- Provide a quantitative evaluation of the applications submitted to MCAD
- Comment on the reasonability of the funding requested in relationship to the proposed project or service
- Provide knowledgeable guidance to MCAD in working with a given applicant in the future

- **All scores are averaged and the applicants are ranked based on their total score**
- Applicants must attend the review panel meeting to present a brief organization/project summary and answer questions about the organization and/or proposed scope of work and/or financials. With the exception of the Community Arts Program which allows for a brief demonstration by the artist
- **Applicant's failure to attend the panel meeting will result in a reduction of 20 points from the final score of 100 points**
- **Panelists do not make funding decisions**

GENERAL ELIGIBILITY

The City of El Paso will fund organizational applicants that meet the following criteria:

- Non-profit 501(c)3 arts and cultural organizations, including service organizations to arts and culture, operating and providing programs and services within the City of El Paso or other 501(c) 3 organizations that have a documented history or engagement in the arts within the City of El Paso. If an awarded organizations or artist is not in full compliance by Nov 15, 2014 MCAD will re-program awarded funds. **NOTE: At the time of contract execution, ALL funding applicants will be required to confirm compliance with several local ordinances and state and federal statutes/regulations; which will be indicated in the contract document. To check the status of your organization with the State Comptroller's office and/or the IRS, applicants must verify their good standing with the following web pages:**
<http://ecpa.cpa.state.tx.us/coa/Index.html>
Or the IRS page: <http://www.irs.gov/charities/index.html?navmenu=menu1>
- Organizations that have an active volunteer board of directors that meets at least four (4) times per year
- Individual artists who are residents of the City of El Paso, and that have at least one (1) year of demonstrated history of producing art, arts education, or community arts programming
- Activities and services that occur within the City of El Paso and for the benefit of residents and visitors of El Paso, with a primary focus on providing services to residents and promoting tourism
- Activities and services that are open and accessible to the public and meet the requirements established by the Americans with Disabilities Act (ADA) and related City ordinances
- Organization's administrative offices must be located permanently in the City of El Paso
- MCAD encourages each organization to keep it's elected and appointed City Representatives (e.g., Museums and Cultural Affairs Advisory Board) informed of its activities, and how its services are impacting the different communities within each District and city-wide

FIRST-TIME APPLICANTS

Throughout these guidelines, the term "first-time applicant" refers to applicants submitting proposals to the program for the first time, as well as to applicants that have applied in the past but are not currently funded through the program.

In addition to the general eligibility requirements, first-time non-profit applicants must also submit the following:

- Charter, articles of incorporation, and by-laws
- A copy of the organization's Internal Revenue Service letter of determination

- **EXCEPTION:** A new organization in its first three (3) years of existence may apply on the propose deadline without providing the required IRS letter of determination as long as:
- The organization provides a completed Form 123 and attachments as evidence that it has applied to the IRS for 501(c) 3 status, and copies of the IRS 990 form for the past two years, **at the time of receiving the award letter the organization has to be in good standing with the state of Texas and with the IRS. If not in good standing at the time of award, the department reserves the right to cancel the award and re-program the funds.**
- **Returning applicants from previous funding cycles are responsible to supply revisions to Charter, articles of incorporation, by-laws, or any changes to Board of Directors.**

AWARD PROCESS

The MCAD recommendation for funding of applicants is based on the following criteria:

- Panel Ranking/Scores
- Quality of program
- Compliance at all levels with the appropriate procedures
- Geographic and ethnic representation
- Refer to the Funding Program Timeline on page IV and V for specific deadlines
- Availability of funds
- 50% Rule: An organization's Maximum Eligible Request (MER) is not to exceed 50% of the organization's previous year's cash revenues as determined by the IRS 990/990EZ Form for the two most recently completed fiscal years (in most cases fiscal years 2012 and 2013). All organizations are required to file a 990 IRS form annually. The IRS form 990 for 2012 and 2013 determines the accuracy of Maximum Eligible Request (MER) If MCAD doesn't receive this form from the organization applying for funds or cannot verify your 990 it will have an impact on your award.
- Recommended funding will also be based upon Fiscal Year 2014-2015 appropriation levels approved by the City Council of the City of El Paso; **NOTE: At the time of contract execution, ALL funding applicants will be required to confirm compliance with several local ordinances and state and federal statutes/regulations; which will be indicated in the contract document.**
- Once the contract document is prepared by MCAD staff, awardees must sign the contract no later than **November 15, 2014** in order to receive the awarded funding.
- Any changes to the scope of work given the level of funding, have to be made and submitted to MCAD before the services are implemented. The correct scope of work has to be included in the contract, since it describes the type of service that is going to be delivered
- Contracts must be signed by the appropriate individuals as follows:
 - a. OSP contracts must be signed by Executive Director or organization's equivalent and the Board Chairman
 - b. PSP contracts must be signed by Executive Director or organization's equivalent and Board Chairman
 - c. CAP contracts must be signed by the awarded Individual/Organization
 - d. AIP contracts must be signed by the awarded Artist.
- Please review and ensure that your financial reporting is accurate. Submission of inaccurate financial reporting will be conveyed to review panel, even if it is transposing of numbers.
- Ensure that the organization is not fostering, encouraging, promoting or funding any project, production, workshop, and/or program that includes obscene material as defined in Section 43.21, Penal Code of Texas

- The organization will maintain auditable financial records reflecting generally accepted accounting standards related to its overall activities, submit itemized reports or expenditures as required by established City procedures, and submit timely reports reflecting the progress made in achieving its approved goals and objectives.

CANCELLATION OF CONTRACT

Organizations that fail to provide contractual services or meet program eligibility and reporting requirements may be considered to be in breach of their contract. Failure of an organization to satisfactorily address the City's concerns within the contract notice period may result in a termination of the current contract or a recommendation of no funding or a reduction in funding for the next fiscal year. The City will maintain a list of all organizations that have breached contract requirements.

AMERICANS WITH DISABILITIES ACT (ADA)

At the time of contract execution, successful grant applicants will be required to submit specific ADA-related documents to confirm compliance with several local ordinances and state and federal statutes/regulations.

AUDITING

The Contractor shall keep complete and accurate books and records indicating when, how, by whom, and for what purposes the funds received under the Contract are spent by the Contractor, and the Contractor

shall make such books and records available to the City for examination upon request. All Funds disbursed under this Contract shall be handled by the Contractor in accordance with the standards of the American Institute of Certified Public Accountants, which include provisions for sound fiscal practices and fiscal reporting. In addition, the Contractor shall furnish the City at its request with balance sheets and statements of operation, which accurately account for expenditure of Contract funds, and a written narrative report reflecting same. **The City reserves the right to audit the books and records of the Contractor, upon reasonable notice to the Contractor and during regular working hours, in order to ensure fiscal and programmatic compliance with the assurances in this contract.**

If any serious discrepancy should appear in such reports or statements, the City shall notify the Contractor. If such discrepancy is not rectified to the satisfaction of the City within 30 days, the City may withhold all or part of the funds from the contractor. "Serious discrepancy" shall mean violation of an existing statute or ordinance or an expenditure of Contract funds for a purpose which is not authorized by this Contract. Should the City determine that any provision of this Contract has been violated; the City may terminate this Contract immediately. Written notice of termination will be sent to the Contractor.

WHAT IS NOT FUNDED

The City of El Paso **will not** fund the following entities or activities through the Cultural Funding Programs:

- Government agencies or public authorities
- Applicants that have a delinquent status with the City of El Paso or were unable to comply with the terms of a City Contract within the last two funding cycles
- Activities which do not have a cultural or artistic focus, or whose primary focus is religious
- Cash services or endowments of any kind

- Underwriting of capital expenditures (buildings, land, permanent equipment, or acquiring of artwork)
- Projects planned primarily for fundraising purposes
- Loans, fines, penalties, cost of litigation or associated interest payments
- Political contributions or activity, i.e., lobbying
- Re-granting programs
- Licensing fees of any kind
- No travel fees except with the exception of visiting artists
- Scholarships, awards, cash prizes, tuition expenses, or fellowship/grants to individuals
- Activities covered by restrictions outlined in the City of El Paso contract document
- Activities restricted to organization's members, or which do not benefit the general public
- College/University or school projects that are part of a course or curriculum, or which do not benefit the general public
- Previously completed activities, or activities that have occurred prior to the fiscal year; and according to the dates delineated in the application and the contract.
- Individual artists who are not residents of the City of El Paso, or organizations that do not have administrative offices located permanently in the City of El Paso
- Youth applicants, or organizations that are administered by youth who are in school and have not completed the 12th grade (for the primary delivery of the artistic product)
- Activities that occur outside of the El Paso City limits

APPEAL PROCESS

An applicant individual and/or organization considered for funding by the City of El Paso, may contact the MCAD staff for an explanation of funded level awarded, or to find out why a proposal was declined.

Applicant individuals and/or organizations considering an appeal must first discuss the outcome of the panel process with the MCAD Cultural Funding Coordinator.

The grounds for reconsideration of an application are:

1. **Non-presentation of Information** – Information available in the proposal prior to the panel review was not presented, which might have altered the outcome of the panel's decision
2. **Misrepresentation of Information** – Information known prior to the panel review was not appropriately interpreted and, if presented differently, might have altered the outcome of the panel's decision

If the grounds for reconsideration of an application are identified and determined, the request for appeal must set forth the reason(s) why the applicant believes reconsideration is appropriate.

Intent of Appeal – The applicant must submit a written intent of appeal letter to MCAD within 21 business days from the date of the funding award notification letter. This correspondence must be addressed to MCAD Cultural Funding Coordinator, and must include specific information identifying the applicant, the cultural funding program applied for, and a brief description on the basis of which an appeal is being made (e.g., administrative error, conflict of interest, presentation of misinformation, etc.).

Conference – Following the receipt and review of the intent of appeal letter, MCAD then schedules a conference with the applicant. The purpose of this conference will be to informally review and discuss the recommendations made by the review panel, and to allow the applicant to express his/her belief of how the process was tainted and/or violated. Based on the findings of this conference, a

report/response document will be developed by MCAD identifying the findings, and will be provided to the appellant within 10 business days.

Conclusion – Every effort will be made by MCAD to mitigate the issue at hand. If the findings of the conference delineate grounds for an appeal, the MCAD will re-evaluate the application and supplemental material, and initiate the award process as set forth in the Cultural Funding Program Guidelines

OPERATIONAL SUPPORT PROGRAM (OSP)

FUNDING GUIDELINES

Fiscal Year 2014-2015

1. PURPOSE

To provide operating support to large, non-profit arts and cultural organizations that offer a season of activities open to the public, conduct active community outreach, and activities that have a cultural tourism appeal. OSP is designed to support the organizational stability of the El Paso's arts and cultural assets and to cultivate organizational growth and professional development through investments that benefit the citizens of El Paso and improve their quality of life as well as fostering the region's creative economy and visitor industry. Particular consideration is given to organizational activities that emphasize tourism, marketing, collaboration, innovation and diversity.

- Carefully read the program guidelines
- Develop your application so that it addresses program goals and evaluation criteria
- Type your organization's legal name on the top of every page of the application
- Your contact person is:

Socorro Q. Diamondstein
Cultural Funding & Technical Assistance Coordinator
915 541-4167
e-mail: diamondsteinsq@elpasotexas.gov

The application must be submitted by 5:00 PM on April 28, 2014 at MCAD's physical address or postmarked by midnight on the deadline date. Late applications or attachments will not be accepted, no exceptions.

Museums and Cultural Affairs Department
400 W. San Antonio Ave, Suite A
El Paso, Texas 79901

OSP grant period is September 1, 2014 through August 15, 2015. The application must be stamped when it is received.

2. WHAT WILL BE FUNDED AND FUNDING RANGES

Support for general operating expenditures, including artistic and administrative expenses. Awards range from \$10,000 up to \$25,000 Awards will be dependent on availability of funds.

3. WHAT IS NOT FUNDED

The City of El Paso **will not** fund the following entities or activities through the Cultural Funding Grants:

- Government agencies or public authorities
- Applicants that have a delinquent status with the City of El Paso or were unable to comply with the terms of a City Contract within the last two funding cycles
- Activities which do not have a cultural or artistic focus, or whose primary focus is religious
- Cash services or endowments of any kind

- Underwriting of capital expenditures (buildings, land, permanent equipment, or acquiring of artwork)
- Projects planned primarily for fundraising purposes
- Loans, fines, penalties, cost of litigation or associated interest payments
- Political contributions or activity, i.e., lobbying
- Re-granting programs
- Licensing fees of any kind
- No travel fees except with the exception of visiting artists
- Scholarships, awards, cash prizes, tuition expenses, or fellowship/grants to individuals
- Activities covered by restrictions outlined in the City of El Paso contract document
- Activities restricted to organization's members, or which do not benefit the general public
- College/University or school projects that are part of a course or curriculum, or which do not benefit the general public
- Previously completed activities, or activities that have occurred prior to the fiscal year; and according to the dates delineated in the application and the contract.
- Individual artists who are not residents of the City of El Paso, or organizations that do not have administrative offices located permanently in the City of El Paso
- Youth applicants, or organizations that are administered by youth who are in school and have not completed the 12th grade (for the primary delivery of the artistic product)
- Activities that occur outside of the El Paso City limits

4. PROGRAM ELIGIBILITY CRITERIA

In addition to the general eligibility requirements, applicants must meet all of the following criteria:

- Have been in operation for at least three (3) years and have a minimum of three (3) years funding history with MCAD
- Have minimum cash revenues of \$100,000 (including MCAD funding) during the most recently completed fiscal period
- Have year-round programming, including performance series, exhibition series or other ongoing arts activities, with a primary focus on providing services to the citizens of El Paso that are open to the public and conducted within the El Paso City limits (**NOTE:** Large-scale special festivals and special events may qualify if they can demonstrate year-round planning and fundraising activities directly related to the festival or special event)
- Present documentation of past programs and services evidenced by copies of programs, playbills, reviews, or other similar documentation
- Submit a Strategic Plan and a one-year programming and operations plan covering the funding period
- Have at least a part-time employed executive director or business manager
- Start proposed activities no earlier than September 1 and end no later than August 15th of the applicable funding period
- Have organization's administrative offices permanently located in the El Paso City limits
- At the time of contract execution, ensure that the venue is ADA accessible-related documents to confirm compliance with several local ordinances and state and federal statutes/regulations.
- OSP funding used to support general operating expenditures, including artistic and administrative expenses.
- **Be in good standing with the State Comptroller's office and the IRS applicants must verify their good standing with the following web pages::**
- <http://ecpa.cpa.state.tx.us/coa/Index.html>
- Or the IRS page: <http://www.irs.gov/charities/index.html?navmenu=menu1>

5. PANEL REVIEW PROCESS

MCAD convenes a Review Panel Process, to score each application. Panelists selected to serve on the review panels will represent diverse disciplines, community perspectives, and field expertise.

- All applications are subject to the Review Panel Process
- Panelist will score and rank applicants in accordance with established criteria for each funding program.
- Provide a quantitative evaluation of the applications submitted to MCAD
- Score all applications on their relative merit. Based on 100 points
- Comment on the reasonableness of the funding requested in relationship to the proposed project or service
- Provide knowledgeable guidance to MCAD in working with a given applicant in the future
- Provide advice and guidance to MCAD staff
- **All scores are averaged and the applicants are ranked based on their total score**
- Applicants must attend the peer review panel meeting to present a brief organization/project summary and answer questions about the organization and/or proposed scope of work.
- **Applicant's failure to attend the review panel meeting will result in a reduction of 20 points from the total score of 100 points**
- **Submit any additional materials that will help the review panel better understand the services provided by the organization; including news clippings, CD/DVD, or any printed promotional material**
- **For applicants submitting CD/DVD (compatible with MAC operating systems and Windows PC), submit the best 90-second representation of your work, if longer MCAD staff will play the first 90 seconds. Due to time constraints of panel sessions, no more than 90 seconds will be reviewed**
- Panelists do not make funding decisions

6. EVALUATION CRITERIA

1. Artistic Excellence and Innovation (1-30 points)

- Has the organization maintain high artistic standards in programming and services?
- Does the proposed programming/project demonstrate a continuation or building of artistic excellence?
- Does the organization produce/present professional quality work that contributes to the unique artistic/cultural community of El Paso?

2. Audience Development and/or Tourism Promotion (1-20 points)

- Organizations can choose to address one or the other according to their focus. However, if the organization addresses both audience development and tourism, information about both must be included.
- Does the applicant offer, market, and promote its programs and services to the widest possible constituency, including residents, visitors and commuters?
- Are programs and services easily accessible to tourists and other visitors
- Does the applicant have an audience development plan that addresses attracting future new audiences through educational programs, ticket give-away, and/or free outreach programs?

- How do you use social media to promote your events/activities?

3. Diversity and Outreach (1-15 points)

- Is there measurable involvement of diverse populations on the board and staff, and in the development and preservation of the artistic product?
- Does the applicant cultivate ethnically, culturally and socially diverse audiences and patrons?
- Does the applicant develop productive partnerships with diverse organizations and artists to broaden the reach of its programs and services?
- Does the applicant demonstrate active community outreach?
- Does the organization do outreach through educational programs?
- Does the organization do outreach to underserved populations?
- **NOTE:** If the mission of the organization is to provide programming specific to a particular ethnic group or groups, the organization is not expected to diversify programming beyond that mission.

4. Administrative Health (Capacity) (1-20 points)

- Based on submitted financial statements, is the organization fiscally sound?
- Is the budget and/or funding request appropriate?
- Does the organization have diverse funding sources?
- Is the organization's Strategic Plan clear and feasible?
- Does the application show evidence of public and/or private financial commitment other than its request to MCAD Cultural Funding?

5. Impact/Services to El Paso Residents (1-15 points)

- To what extent will the City's support for the proposed programs and/or services meet the needs or expand the opportunities of citizens and visitors?
- Does the program/service provide a measurable economic contribution?
- Does the organization conduct ongoing planning and program evaluations with appropriate use of tools to measure program/project effectiveness?
- This organization proposed programming promotes excellence in the arts for the City of El Paso?

7. CONTRACT SCOPE OF SERVICES AND/OR REVISIONS

A letter of notification will be sent to the organization with a copy of the scores. Following the City Budget approval by City Council. In September a cultural services contract will be written by the city attorney's office and executed for successful applicants.

Services that are to be provided to the City (including community outreach) will be fairly specific in number and type to be provided. When the award letter is received you will have ten (10) business days to review the scope of work given the funding level of the award. If the "Scope of Work" is going to be altered in any way, please submit a copy of the revised scope of work and budget signed by the Executive Director or equivalent within 10 days of your receipt of the award letter. **NOTE: Should it become necessary to alter the contracted services during the contract term, a written request must be submitted and approved by the MCAD Director before the changes are implemented.**

8. SCHEDULE OF PAYMENTS

- a) 50% of contract amount after signing the contract and receiving the Purchase Order Number. Organization sends invoice with P.O. # included

- b) 45% of contract amount, organization sends invoice together with mid-year report by March 19, 2015
- c) 5% of contract amount, organization sends invoice together with end of year report on or before August 15

NOTE: The City of El Paso has a net 30 day window within which to process invoices

Payments may be delayed or withheld at the discretion of the City if determined that the organization is not in full compliance with the terms of the contract document. All financial obligations of the City shall be subject to appropriation of funds by City Council. Contractors agree and understand that the full scope of services and/or amounts payable under the contract terms is subject to amendment and revision. Any such revision shall be subject pursuant to the pertinent sections of the El Paso City Code.

NOTE: Recommended funding will be based upon Fiscal Year 2015 appropriation levels approved by the City Council of the City of El Paso and the 50% rule.

If an awardee is not fully compliant by November 15, 2014 MCAD will re-program the awarded funds.

9. REPORTING REQUIREMENTS

To determine that participants under this program support the City in achieving the public purpose of providing arts and culture to the El Paso community, controls are outlined below:

Applicants **must** attend the review panel meeting to present a brief organizational/project summary and answer questions about the services and financials information contained in the application.

- **Monthly Report “Participation”:** A listing of activities and programs presented by the organization and the total attendance at each activity must be submitted **by the 15th day** of each month (reporting the prior month’s activities) on the report form provided by MCAD. The form may be downloaded from (www.elpasoartsandculture.org)
- **Mid-Year Report:** A mid-year evaluation report of expenditures and a summary of activities for the contract period through the end of February must be submitted by **March 19, 2015** on the form provided by MCAD along with an invoice requesting payment of up to 45% of the contract amount. The report form may be downloaded from (www.elpasoartsandculture.org)
- **Final Report:** A final evaluation report of expenditures and a summary of activities for the contract period must be submitted by **August 15, 2015** on the form provided by MCAD, along with an invoice for the remaining 5% of the contract amount. The form may be downloaded from (www.elpasoartsandculture.org)
- **NOTE:** Failure to submit the report in a timely manner or submission of an incomplete report may result in delayed payment of the final contract installment, as well as payment on future contracts.
- **Proof Liability Insurance:** Insurance requirements are included in the contract. A Certificate of Liability Insurance must be submitted to the City whenever a policy expires and is renewed. Funds cannot be released without evidence of the required insurance. **NOTE:** Proof of insurance must meet the specific terms of the contract, to include City of El Paso as policy holder (on the bottom left hand section of the insurance form).

10. COMPLIMENTARY TICKETS

All funded organizations must inform MCAD staff of all programs and activities during the funding period, and input all information into the Calendar of Events at www.eventsel Paso.com. Upon request,

up to **four (4) complimentary tickets** shall be made available to MCAD for each program, production, exhibition, or other activities sponsored by the organization, where tickets are required. This requirement applies to the organization's regular programming only and not to special fundraising events.

MCAD encourages each organization to keep its elected and appointed City Representatives (e.g., Museums and Cultural Affairs Advisory Board) informed of its activities, and how its services are impacting the different communities within each District and city-wide.

11. CANCELLATION OF CONTRACT

Organizations that fail to provide contractual services or meet program eligibility and reporting requirements may be considered to be in breach of their contract. Failure of an organization to satisfactorily address the City's concerns within the contract notice period may result in a termination of the current contract or a recommendation of no funding or a reduction in funding for the next fiscal year. The City will maintain a list of all organizations that have breached contract requirements.

12. AUDITING

The Contractor shall keep complete and accurate books and records indicating when, how, by whom, and for what purposes the funds received under the Contract are spent by the Contractor, and the Contractor shall make such books and records available to the City for examination upon request. All Funds disbursed under this Contract shall be handled by the Contractor in accordance with the standards of the American Institute of Certified Public Accountants, which include provisions for sound fiscal practices and fiscal reporting. In addition, the Contractor shall furnish the City at its request with balance sheets and statements of operation, which accurately account for expenditure of Contract funds, and a written narrative report reflecting same. **The City reserves the right to audit the books and records of the Contractor, upon reasonable notice to the Contractor and during regular working hours, in order to ensure fiscal and programmatic compliance with the assurances in this contract.**

If any serious discrepancy should appear in such reports or statements, the City shall notify the Contractor. If such discrepancy is not rectified to the satisfaction of the City within 30 days, the City may withhold all or part of the funds from the contractor. "Serious discrepancy" shall mean violation of an existing statute or ordinance or an expenditure of Contract funds for a purpose which is not authorized by this Contract. Should the City determine that any provision of this Contract has been violated; the City may terminate this Contract immediately. Written notice of termination will be sent to the Contractor.

13. CULTURAL DIVERSITY/OUTREACH

It is the intent of the City's cultural policy to contract with cultural organizations that demonstrate a commitment to **diverse community representation** on their boards and staff. In addition, the organizations are expected to demonstrate a commitment to cultural diversity and community outreach in all aspects of their operations and programming. **NOTE:** If the mission of the organization is to provide programming specific to a particular ethnic group or groups, the organization is not expected to diversify programming beyond that mission.

14. APPEAL PROCESS

An applicant individual and/or organization considered for funding by the City of El Paso, may contact the MCAD staff for an explanation of funded level awarded, or to find out why a proposal was declined.

Applicant individuals and/or organizations considering an appeal must first discuss the outcome of the panel process with the MCAD Cultural Funding Coordinator.

The grounds for reconsideration of an application are:

1. **Non-presentation of Information** – Information available in the proposal prior to the panel review was not presented, which might have altered the outcome of the panel's decision
2. **Misrepresentation of Information** – Information known prior to the panel review was not appropriately interpreted and, if presented differently, might have altered the outcome of the panel's decision

If the grounds for reconsideration of an application are identified and determined, the request for appeal must set forth the reason(s) why the applicant believes reconsideration is appropriate.

Intent of Appeal – The applicant must submit a written intent of appeal letter to MCAD within 21 business days from the date of the funding award notification letter. This correspondence must be addressed to MCAD Cultural Funding Coordinator, and must include specific information identifying the applicant, the cultural funding program applied for, and a brief description on the basis of which an appeal is being made (e.g., administrative error, conflict of interest, presentation of misinformation, etc.).

Conference – Following the receipt and review of the intent of appeal letter, MCAD then schedules a conference with the applicant. The purpose of this conference will be to informally review and discuss the recommendations made by the review panel, and to allow the applicant to express his/her belief of how the process was tainted and/or violated. Based on the findings of this conference, a report/response document will be developed by MCAD identifying the findings, and will be provided to the appellant within 10 business days.

Conclusion – Every effort will be made by MCAD to mitigate the issue at hand. If the findings of the conference delineate grounds for an appeal, the MCAD will re-evaluate the application and supplemental material, and initiate the award process as set forth in the Cultural Funding Program Guidelines

15. APPLICATION PACKAGE

First-time applicants to OSP must meet with MCAD staff at least two (2) weeks prior to the deadline to go over the application process and ensure that funding requirements are fulfilled effectively. Throughout these guidelines, the term “first-time applicant” refers to applicants submitting proposals to the program for the first time, under OSP.

All applicants must attend the application assistance workshops for OSP conducted by MCAD staff March 11, 2014. Program guidelines and proposal forms must be printed from the web before coming to the workshop web: www.elpasoartsandculture.org

All applicants must submit **one signed original and six (6) copies** of the application. All application forms must be formatted to at least a 11-point font size. Application forms may be downloaded from our website (www.elpasotexas.gov/mcad) by clicking on **Cultural Funding Program**. **NOTE:** The application forms and all copies **must not** be stapled or bound, and must be assembled in the following order:

- **Application in the sequence it is, ensuring that you have signed the page of Assurances and Signatures in the original- After, make the copies of the application.** The proposal must be

reviewed and signed by the organization's Board Chair/Authorizing Official and the Executive/Project Director before being submitted to MCAD

- **The application contains the**

- ☐ **Narrative, Please** adhere to the page limits indicated on the forms. Ensure that the scope of work is specific and clear. The scope of work will become part of the contract
- ☐ **Form A- Operating Income,**
- ☐ **Form B- Operating Expenses,**
- ☐ **Form C- Operating Budget Summary,**
- ☐ **Form D- Status of Operating Endowment(s)** (if applicable),
- ☐ **Form E- Status of Accumulated Operating Deficit** (if applicable),
- ☐ **Form F- Financial Audit Reconciliation**
- ☐ **Copy of IRS 990 Form of 2012 and 2013 (the most recent completed IRS 990 form) If we have them before the Review Panels we will share them with the review panel. It reflect on the administrative health of the organization**
- ☐ **Form G- Cultural Diversity Summary**

Attachments – Submit only one (1) set of attachments and assemble in this order:

- ☐ Charter, articles of incorporation and by-laws (required of first-time applicants and funded organizations that have changed their by-laws)
- ☐ IRS 501(c)(3) Letter of Determination
- ☐ Strategic Plan for the organization
- ☐ Current season of events (1 page limit)
- ☐ Proposed season of events for fiscal year 2014-2015 (1 page limit)
- ☐ List of names and titles of key staff, including Artistic Director, along with brief bios (2 page limit), and organizational chart
- ☐ Board roster with contact information for all board members
- ☐ Schedule of Board Meetings (must have a minimum of 4 meetings per year)
- ☐ Copies of letters sent to your City Representatives and State Representative for your district As required by MCAD regarding the award granted. (page VIII in General Guidelines)
- ☐ **Do not assume that the Review Panel will already be familiar with your organization or work.** Submit any additional materials that will help the review panel better understand the services provided by the organization; including news clippings, CD/DVD, or any printed promotional material

No VHS, audiotapes or slides will be accept For applicants submitting CD/DVD, submit the **best 90-second representation** of your work, if it is longer, MCAD staff will play the first 90 seconds. Please note the minute and second mark that you would like the panel to view or hear. Due to time constraints of panel sessions, no more than 90 seconds will be reviewed.

MCAD will not accept late attachments. Points will be deducted by panel for missing documents

OSP Application Timeline FY 2014-2015

March 3, 2014	Application Available Online	www.elpasoartsandculture.org Each applicant will be responsible for printing their own copy of the Guidelines for Operational Support Program
Orientation Sessions Attendance is mandatory for all applicants		
Operational Support Program Guidelines and application	Early Bird: March 11, 2014 Museums and Cultural Affairs Department Board Room 9:00am-9:45am 400 West San Antonio Suite A, El Paso, Texas 79901	
April 28, 2014	Applications due , must be hand delivered by 5pm or post marked by the deadline date before midnight	
June 3, 2014	Panel Review Session History Museum -- Check on the web to see the schedule for your time	
July 18, 2014	Program Recommendations Based on applicant's scores and availability of funds, recommendations for awards and declines are presented to Museums and Cultural Affairs Advisory Board (MCAAB) for review and approval	
End of August, 2014	City Council approves FY 2015 City Budget Funding amount determination letter will be sent out to all awardees or declines after City Council Approval of the Budget for FY 2014-2015	
September, 2014	Contracts will be drafted for Fiscal Year 2015 All Contracts must be signed no later than November 15, 2014	

OPERATIONAL SUPPORT PROGRAM (OSP) APPLICATION

Fiscal Year 2014-2015

This application is due by 5:00 PM on **April 28, 2014**, or must be postmarked by the deadline date. **Hand-written forms will not be accepted.** (11 FONT Times New Roman or Arial) Download form at www.elpasotexas.gov/mcad.

Legal Name of Organization:				
Organization's Fiscal Year:	From:		To:	
Amount of Funds Requested (this program only):		\$		
Mailing Address:				
City:	State:		Zip Code:	
Organization's Website:				
Announcements and messages will be communicated via email. Please provide email for a primary contact person who regularly accesses email messages to ensure prompt reply, i.e. Business Manager or Administrative Assistant.				
Primary Contact Person:			Telephone (include area code):	
Email:				
Executive Director:			Telephone (include area code):	
Email:				
Authorized Official/Board Chair:			Telephone (include area code):	
Email:				
ELECTED CITY OFFICIAL OF APPLICANT'S ADMINISTRATIVE OFFICES (Available from Municipal Clerk 541-4127 or www.elpasotexas.gov/government .)				
City Council Representative:				
District #:				
Is the applicant a 501(c)(3) non-profit, tax-exempt organization?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
FOR MCAD USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE				
Check if received:		Qty/Each	Staff Review Completed by (print name):	
<input type="checkbox"/>	Application1 original & 6 copies			
<input type="checkbox"/>	Legal Name		Date Stamp:	
<input type="checkbox"/>	El Paso Address			
<input type="checkbox"/>	City Council District			
	DVD or CD			

Applicant Name: _____

ASSURANCES AND SIGNATURES

If funding is awarded, the applicant hereby assures the MCAD that:

1. Any funds received as a result of this application will be used solely for the purposes described.
2. The activities and services for which financial assistance is sought will be administered by or under the same supervision of the applicant organization.
3. The applicant organization is a non-profit entity as defined by the Internal Revenue Service
4. The applicant organization will comply with the following: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 and City of El Paso Ordinance No. 9779 C.1. regarding accessibility; Drug Free Workplace Act of 1988; Texas Assumed Business or Professional Name Act; Section 5(j) of National Foundation of the Arts and Humanities Act of 1985 regarding labor standards and City of El Paso Ordinance No. 8790 regarding soliciting money or property.
5. The applicant organization officials have read, understand and will conform to the intent outlined in the current Funding Program Guidelines for the City of El Paso.
6. The undersigned have been duly authorized by the applicant organization to submit this application and support material.
7. In addition to the assurances listed above, the applicant organization hereby assures the City of El Paso that the applicant will comply with the following:
 - a. Equity Mandate regarding equitable procedures for the distribution of resources to recipients who reflect the geographical, cultural, and ethnic diversity of the state's population.
 - b. Obscenity Clause Section 10(7)(b) of the Texas Commission on the Arts Enabling Legislation, which prohibits the Texas Commission on the Arts and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program that includes obscene material as defined in Section 43.21 Penal Code of Texas.

CERTIFICATION

I certify that all information contained in this application, including all support material, is true and correct to the best of my knowledge.

I certify that all the required attachments are being submitted with the application.

Signature of Authorized Official/Board Chair

Complete Legal Name (print)

Date

Signature of Project/Executive Director

Complete Legal Name (print)

Date

NOTE: Please use BLUE INK for signatures and PRINT your complete legal name.

DEFINITION: Authorized Official. A principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization. He/She must read and guarantee the organization's compliance with all requirements listed above.

Applicant Name: _____

NARRATIVE

Answer all questions. Use a clear, easy to read font of at least 11-points Times News Roman or Arial.
Use only the space provided. Do not attach additional pages, unless specifically indicated.

1. Provide your organization's Mission Statement. (no more than 150 words)

FOR PERFORMING ARTS ORGANIZATIONS ONLY

Provide the following information based on the most recently completed fiscal year.

Total # of seats available:		Total # of tickets sold:	
Ticket Price Range:	For Adults	\$	For Children \$

FOR ALL APPLICANTS

Total attendance at organization's activities from September 2013 through August 2014 (projection for current fiscal year)	
---	--

2. Describe the history and development of your organization. Include information about the organization's artistic and/or cultural achievement. During the past year, # of events and attendance (no more than 300 words)

--

3. Describe how the organization and proposed activities address the evaluation criteria. Please use only the space provided. Read the evaluation criteria to better address the question.
--

3. (a) Impact/Services to El Paso Residents (no more than 200 words)
--

--

3. (b) Artistic Excellence and Innovation (no more than 200 words)
--

--

3. (c) Proposed Scope of Services – List the type and **number of services** to be provided to the City. This becomes part of the contract; ensure that is clear and specific. So many services and estimated attendance (no more than 200 words)

--

3. (d) Diversity, organization and Board (no more than 150 words)

--

3. (e) Audience Development - Please indicate primary focus of organization. If your organization addresses both Audience Development and Tourism Promotion, also address question (no more than 150 words)
3 (f) How do you use the social media to promote your performances/events? (no more than 150 words)
4. Your organization ensures that programs and facilities are accessible to individuals with disabilities (no more than 50 words)
5. Provide a description of the organization's outreach activities, including educational programs and

audiences served. List activities that include attracting underserved audiences and visitors to your events or facilities, as well as visibly representing a variety of communities. (no more than 200 words)

Applicant Name: _____

FORM A – OPERATING INCOME

Please itemize income sources as indicated below. Attach supplemental breakdowns for any line item totaling \$50,000 or more (other than City of El Paso MCAD support, memberships and individual contributions). Round off all figures to the nearest dollar. **Do not show in-kind contributions nor revenue for capital improvements.** Definitions pertaining to this form are provided in Proposal Instructions and Definitions. **Figures should reflect to organization's fiscal year.**

(Embedded spreadsheet please double-click to activate/fill)

Organization's Fiscal Year		From:		To:
		mm/dd/yyyy		mm/dd/yyyy
Ensure the numbers add	2 YRS PRIOR FY ACTUAL*	PREVIOUS FY ACTUAL*	CURRENT FY ESTIMATE	NEXT FY PROJECTION
CITY OF EL PASO – MCAD				
Operational Support Program	\$0.00	\$0.00	\$0.00	\$0.00
Other MCAD Support	\$0.00	\$0.00	\$0.00	\$0.00
EARNED REVENUE				
Admissions	\$0.00	\$0.00	\$0.00	\$0.00
Tuition/Class/Workshop Fees	\$0.00	\$0.00	\$0.00	\$0.00
Contracted Service Revenue	\$0.00	\$0.00	\$0.00	\$0.00
Auxiliary Activities	\$0.00	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00	\$0.00
Fundraisers/Special Events	\$0.00	\$0.00	\$0.00	\$0.00
RESTRICTED CONTRIBUTIONS				
Individuals	\$0.00	\$0.00	\$0.00	\$0.00
Corporations	\$0.00	\$0.00	\$0.00	\$0.00
Foundations	\$0.00	\$0.00	\$0.00	\$0.00
UNRESTRICTED CONTRIBUTIONS				
Individuals	\$0.00	\$0.00	\$0.00	\$0.00
Corporations	\$0.00	\$0.00	\$0.00	\$0.00
Foundations	\$0.00	\$0.00	\$0.00	\$0.00
GOVERNMENT GRANTS				
Federal (NEA, NEH, etc.)	\$0.00	\$0.00	\$0.00	\$0.00
State (TCA)	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
ENDOWMENTS	\$0.00	\$0.00	\$0.00	\$0.00
INTEREST	\$0.00	\$0.00	\$0.00	\$0.00
PRIOR YEAR SURPLUS	\$0.00	\$0.00	\$0.00	\$0.00
OTHER INCOME (ITEMIZE)				
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL (Carry forward to Form C)	\$0.00	\$0.00	\$0.00	\$0.00

- Should match your internal financial statements for the reported Fiscal Year.

- Applicant Name: _____

FORM B – OPERATING EXPENSES

Please itemize operating expenses as indicated below. Attach supplemental breakdowns for any line item totaling \$50,000 or more (other than salaries or utilities). Round off all figures to the nearest dollar. **Do not show in-kind or capital improvements expenses.** Definitions pertaining to this form are provided in Proposal Instructions and Definitions. **Figures should reflect to organization's fiscal year.**

(Embedded spreadsheet please double-click to activate/fill)

Organization's Fiscal Year		From:		To:
		mm/dd/yyyy		mm/dd/yyyy
Ensure the numbers add	2 YRS PRIOR FY ACTUAL	PREVIOUS FY ACTUAL	CURRENT FY ESTIMATE	NEXT FY PROJECTION
PERSONNEL				
SALARIES/BENEFITS *				
Administrative/General	\$0.00	\$0.00	\$0.00	\$0.00
Artistic	\$0.00	\$0.00	\$0.00	\$0.00
Technical/Production	\$0.00	\$0.00	\$0.00	\$0.00
Program Services	\$0.00	\$0.00	\$0.00	\$0.00
OUTSIDE/PROFESSIONAL				
Administrative/General	\$0.00	\$0.00	\$0.00	\$0.00
Artistic	\$0.00	\$0.00	\$0.00	\$0.00
Technical/Production	\$0.00	\$0.00	\$0.00	\$0.00
Program Services	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00
SHIPPING	\$0.00	\$0.00	\$0.00	\$0.00
TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	\$0.00
SPACE RENTAL*	\$0.00	\$0.00	\$0.00	\$0.00
UTILITIES				
Electric	\$0.00	\$0.00	\$0.00	\$0.00
Natural Gas	\$0.00	\$0.00	\$0.00	\$0.00
Water and Sewer	\$0.00	\$0.00	\$0.00	\$0.00
OTHER RENTALS	\$0.00	\$0.00	\$0.00	\$0.00
MARKETING/PROMOTION/PRINT	\$0.00	\$0.00	\$0.00	\$0.00
POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00
SUPPLIES/MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00
INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00
OTHER (ITEMIZE)				
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL (Carry forward to Form C)	\$0.00	\$0.00	\$0.00	\$0.00

* This program requires organizations to have a minimum of one half-time paid employee and administrative offices permanently located in the El Paso City limits.

Applicant Name: _____

FORM C – OPERATING FINANCIAL SUMMARY

Totals indicated below should be carried forward from Forms A and B. Definitions pertaining to this form are provided in Proposal Instructions and Definitions. **Figures should reflect to organization's fiscal year.**

Organization's Fiscal Year		From:		To:
			xx/xx/xxxx	xx/xx/xxxx
	2 YRS PRIOR FY ACTUAL	PREVIOUS FY ACTUAL *	CURRENT FY ESTIMATE	NEXT FY PROJECTION
TOTAL INCOME (from Form A)	\$	\$	\$	\$
TOTAL EXPENSES (from Form B)	\$	\$	\$	\$
NET DIFFERENCE (if any)	\$	\$	\$	\$

If there is a net difference in any fiscal year, please indicate below how the deficit or surplus was, or will be handled.

Total operating support amount requested from MCAD for FY 2014-2015: \$ _____
(Amount should be the same as MCAD Operational Support for Next Fiscal Year in Form A.)

- Are PREVIOUS FISCAL YEAR ACTUAL figures based on Audited Financial Statement?
- ☐ YES ☐ NO

If YES, and Audited Financial Statement differs in any way from the PREVIOUS FISCAL YEAR figures in the proposal, organization must submit Form F – Financial Audit Reconciliation.

If NO, when will PREVIOUS FISCAL YEAR Audited Financial Statement be completed? _____

FORM D – STATUS OF OPERATING ENDOWMENT(S)

Does your organization maintain an operating endowment? ☐ YES ☐ NO

If YES, please report the following information. If NO, please enter zeros.

These figures are based on: ☐ Cost of original investments
☐ Current market value (as of end of PREVIOUS FISCAL YEAR)

	2 YRS PRIOR FY ACTUAL	PREVIOUS FY ACTUAL *	CURRENT FY ESTIMATE	NEXT FY PROJECTION
OPERATING ENDOWMENT	\$	\$	\$	\$

Explain changes in your operating endowment, if any. Give a brief description of your organization's efforts to further develop operating endowments. Use additional page if necessary.

FORM E – STATUS OF ACCUMULATED OPERATING DEFICIT*

If YES, please report the following information. If NO, please enter zeros.

	2 YRS PRIOR FY ACTUAL	PREVIOUS FY ACTUAL	CURRENT FY ESTIMATE	NEXT FY PROJECTION
ACCUMULATED OPERATING DEFICIT	\$	\$	\$	\$

[illegible]

FORM F – FINANCIAL AUDIT RECONCILIATION

This form is to be completed **only** by organizations whose audited financial statement differs in any way from the PREVIOUS FISCAL YEAR ACTUAL figures provided in this proposal. Submission of this form will enable the City to reconcile the total income/loss figures shown in the audited financial statement to the income/loss figures shown on Form C-Operating Budget Summary.

If the figures shown on Form C-Operating Budget Summary for PREVIOUS FISCAL YEAR ACTUAL are based on the audited financial statement, **this form and its attachment should be submitted with the funding proposal only if the figures vary.** If the PREVIOUS FISCAL YEAR ACTUAL figures are un-audited, this form and its attachments along with the final figures (both operating income and expenses for PREVIOUS FISCAL YEAR ACTUAL) must be submitted to the City as soon as the audit is complete **only if the figures vary.**

INSTRUCTIONS:

- | |
|--|
| |
|--|

Applicant Name: _____

FORM G – CULTURAL DIVERSITY SUMMARY

Current Board Makeup (should correlate for Form I – Board of Directors Information)

	#	# Male	# Female
African-American			
Asian			
Latino/Hispanic			
Native-American			
Native Hawaiian/Other Pacific Islander			
White, non-Latino/Hispanic			
Other			

Current Personnel/Employees (should correlate Addendum – Personnel Summary Sheet)

	#	# Male	# Female
African-American			
Asian			
Latino/Hispanic			
Native-American			
Native Hawaiian/Other Pacific Islander			
White, non-Latino/Hispanic			
Other			

Personnel/Contract (should reflect most recently completed fiscal year)

	#	# Male	# Female
African-American			
Asian			
Latino/Hispanic			
Native-American			
Native Hawaiian/Other Pacific Islander			
White, non-Latino/Hispanic			
Other			

Please give percentage where applicable. Type N/A where not applicable. The following should be based on totals for the most recently completed fiscal year.

Audience Regular Season Event/Exhibitions		Audience Outreach Events	
Total Attendance		Total Attendance	
African-American	%	African-American	%
Asian	%	Asian	%
Latino/Hispanic	%	Latino/Hispanic	%
Native-American	%	Native-American	%
Native Hawaiian/Other Pacific Islander	%	Native Hawaiian/Other Pacific Islander	%
White, non-Latino/Hispanic	%	White, non-Latino/Hispanic	%
Other	%	Other	%
Season Subscribers/Memberships		Volunteers/Docents	
Total Attendance	%	Total Attendance	%
African-American	%	African-American	%
Asian	%	Asian	%
Latino/Hispanic	%	Latino/Hispanic	%
Native-American	%	Native-American	%
Native Hawaiian/Other Pacific Islander	%	Native Hawaiian/Other Pacific Islander	%
White, non-Latino/Hispanic	%	White, non-Latino/Hispanic	%
Other	%	Other	%

OPERATIONAL SUPPORT PROGRAM (OSP) PROGRAM DEFINITIONS

FORM A - OPERATING INCOME

Admissions: Funds earned from subscriptions, group and single ticket sales

Tuition/Workshop fees: Funds earned from adult/student attendance

Contracted Services Revenue: Funds earned from sponsors for performances, exhibitions, residencies, optional services, and consultations

Auxiliary Activities: Funds earned from concessions, gift shop sales, parking, publications, rentals, and advertising

Memberships: Funds earned from services provided to members

Restricted Contributions: Individual/Corporate/Foundation contributions given on the condition they are used for specific programs/activities in the operating budget

Unrestricted Contributions: Individual/Corporate/Foundation contributions given to the operating budget **without** restrictions on how they are used

Government Grants:

- FEDERAL – NEA, NEH, IMS, CDBG
- STATE – TCA, TCH
- LOCAL – Funds from other municipalities (not the City of El Paso)

Endowments: Funds distributed from the organization's own endowment fund if used in the operating budget

Interest: Revenue from interest-earning accounts or investments

Prior Year Surplus: Funds carried forward from the previous fiscal year **(Only for those organizations using cash-based accounting)**

Other Income: Grant funds from other sources, revenue from galas and other sources, other than those listed above **(Please itemize)**

FORM B – OPERATING EXPENSES

Personnel Salaries/Benefits: The total amount of wages and benefits for full or part-time **employees** of the organization (not to include consultants, see below)

Administrative/General: Wages/Benefits paid to employees involved in administrative and general support of the organization, such as executive director, financial officer, development staff, clerical staff and other administrative support staff

NOTE: If an employee's time is split between Administrative, Artistic, Technical or Program services, be sure to allocate wages/benefits to proper categories

Artistic: Wages/Benefits paid to such employees as curators, artistic directors, conductors, choreographers, composers, graphic artists, actors, dancers, singers, musicians, instructors, designers, video artists, film makers, and photographers

Technical/Production: Wages/Benefits paid to technical management staff and such employees as technical directors, stage/lighting/sound crews, stitchery, curators, and film technicians

Program Services: Wages/Benefits paid to program services staff and such employees as program coordinators and outreach staff

Outside Professional Services: Honoraria, stipends, commissions or fees to any person not on the organization's salaried staff. These services may be in any of the three areas of administrative, artistic, technical/production, or program services described above

Travel: All costs directly related to organization's personnel travel, guest artists, consultants, etc. Include fares, lodging expenses, food, taxis, gratuities, per diem, tolls, parking, mileage, personal vehicle allowances, and car rentals

Shipping: Freight charges for exhibitions and performance materials/items

Telephone: Fees for local and long-distance calls, installation, and repairs

Equipment Rental: Costs for rented office equipment and production equipment (cameras and lighting)

Space Rental: Include offices, rehearsal, theater, gallery, hall, warehouse or other fees paid for use of buildings

Utilities: Electricity, gas

Other Rentals: Rental of exhibitions and films

Marketing/Promotion/Printing: Fees for printing and mailing (including postage and mailing service costs) of announcements, mailers, brochures, catalogues, tickets, programs, and/or costs for newspaper and broadcast advertising used to encourage attendance at events and to encourage earned or unearned income

Do not include payments to individuals or firms that belong under Personnel Salaries/Benefits or Outside Professional Services

Do include food or space costs when directly connected to fundraising or promotion

Supplies/Materials: Cost of office supplies, scripts, scores, photographic supplies, materials for sets/props/costumes, food and maintenance supplies

Insurance: Call MCAD at (915)541-4167 if you have any insurance questions

Other: Any operational expenses not covered above. For groups using cash based accounting, non-capital debt reduction should be reported here

Form C – Operating Financial Summary: Transfer total Income from **Form A** and Total Expenses from **Form B**. IF there is a Net Difference, explain how the deficit or surplus has been or will be handled
Form D – Status of Operating Endowment(s): **Complete only if applicable.** Narrative statement should include short-term and long-term plans for developing the endowment and using its earnings for cultural services

Form E – Status of Accumulated Operating Deficit: **Complete only if applicable.** Narrative statement should include detailed plans for correcting the organization’s financial problems

Form F – Financial Statement and a copy of IRS 990 Form of 2012 and 2013 (the most recent completed 990) If we have them before the Review Panels we will share them with the review panel. It reflect on the administrative health of the organization

Form G – Cultural Diversity Summary: This form should reflect the information provided in the **Diversity and Outreach** section (page 19 and 20) of the narrative

NOTE: If the mission of the organization is to provide programming specific to a particular ethnic group or groups, the organization is not expected to diversify programming beyond that mission

Strategic Plan: A Board-approved document defining the organization’s long-term financial and programmatic goals, which clearly identifies the best approach for achieving those goals

PROJECT SUPPORT PROGRAM (PSP) FUNDING GUIDELINES FY 2014-2015

1. PURPOSE

To provide support to arts and cultural organizations and other community-based organizations that are reflective of the El Paso region's rich and diverse art, culture and heritage. PSP supports programs that provide high quality arts experiences that are innovative, accessible and appealing to the local residents, and that promote cultural tourism

- **Carefully read the program guidelines**
- **Develop your application so that it addresses program goals and evaluation criteria**
- **Type your organization's legal name on the top of every page of the application**
- **Your contact person is:**

Socorro Q. Diamondstein
Cultural Funding & Technical Assistance Coordinator
915 541-4167
e-mail: diamondsteinsq@elpasotexas.gov

- **Every applicant must attend an orientation session for Project Support Program**
- The application must be submitted **BY 5:00PM on April 28, 2014** at our physical address or post marked by midnight on the deadline date. Late applications or attachments will not be accepted, no exceptions.
- Museums and Cultural Affairs Department
400 W. San Antonio Ave, Suite A
El Paso, Texas 79901

PSP grant period is September 1, 2014 through August 15, 2015. The application must be stamped when it is received.

2. WHAT WILL BE FUNDED, FUNDING RANGES AND MATCHING FUNDS

PSP funds can be used for cultural project related expenses such as administration, production costs, artistic fees, coordination (including staffing), audience development, outreach and marketing. The maximum award for this program is \$10,000. The total award will not exceed more than 50% of the proposed project's budget. **A 1:1 match is required for all awards.** Up to one-half of the match may be well-documented in-kind support (at true market value with proper documentation), with prior approval of the MCAD Director.

3. WHAT IS NOT FUNDED

The City of El Paso **will not** fund the following entities or activities through the Cultural Funding Grants:

- Government agencies or public authorities
- Applicants that have a delinquent status with the City of El Paso or were unable to comply with the terms of a City Contract within the last two funding cycles
- Activities which do not have a cultural or artistic focus, or whose primary focus is religious
- Cash services or endowments of any kind
- Underwriting of capital expenditures (buildings, land, permanent equipment, or acquiring of artwork)

- Projects planned primarily for fundraising purposes
- Loans, fines, penalties, cost of litigation or associated interest payments
- Political contributions or activity, i.e., lobbying
- Re-granting programs
- Licensing fees of any kind
- No travel fees except with the exception of visiting artists
- Scholarships, awards, cash prizes, tuition expenses, or fellowship/grants to individuals
- Activities covered by restrictions outlined in the City of El Paso contract document
- Activities restricted to organization's members, or which do not benefit the general public
- College/University or school projects that are part of a course or curriculum, or which do not benefit the general public
- Previously completed activities, or activities that have occurred prior to the fiscal year; and according to the dates delineated in the application and the contract.
- Individual artists who are not residents of the City of El Paso, or organizations that do not have administrative offices located permanently in the City of El Paso
- Youth applicants, or organizations that are administered by youth who are in school and have not completed the 12th grade (for the primary delivery of the artistic product)
- Activities that occur outside of the El Paso City limits

4. PROGRAM ELIGIBILITY CRITERIA

In addition to the general eligibility requirements, applicants must meet all of the following criteria:

- Have been in operation for at least two (2) years
- Have qualified artistic and administrative leadership capable of completing the proposed project with a commitment to funding artists and artistic products
- Proposed activities must start no earlier than September 1 and end no later than August 15 of the applicable City of El Paso fiscal year
- Organizations must submit a **final report, monthly attendance report and budget summary in the form posted on the web**
- Have organization's administrative offices permanently located in the El Paso City limits
- Groups of artists or informal organizations can request a non-profit to serve as an umbrella for the group that is not incorporated as non-profit. *If this is the case, the informal organization or group of artist can fill out the application under the INS number of the Non-profit. This step implies that the group or informal organization be very responsible toward the non-profit and follow all the reporting needed by MCAD requirements*
- At the time of contract execution, successful grant applicants will be required to submit specific ADA-related documents to confirm compliance with several local ordinances and state and federal statutes/regulations.
- **The organization must be in good standing with the State Comptroller's office and the IRS applicants must verify their good standing with the following web pages::**
<http://ecpa.cpa.state.tx.us/coa/Index.html>
 Or the IRS page: <http://www.irs.gov/charities/index.html?navmenu=menu1>

5. PANEL REVIEW PROCESS

MCAD convenes a Review Panel Process, to score each application. Panelists selected to serve in the review panels will represent diverse disciplines, community perspectives, and field expertise.

- **Applicant's failure to attend the review panel meeting will result in a reduction of 20 points from the total score of 100 points**
It is the applicant's responsibility to check the review time, no other notices will be sent
- All applications are subject to the Review Panel Process
- Panelist will score and rank applicants in accordance with established criteria for each funding program.
- Provide a quantitative evaluation of the applications submitted to the MCAD
- **Score all applications on their relative merit. Based on 100 points**
- Comment on the reasonableness of the funding requested in relationship to the proposed project or service
- Provide knowledgeable guidance to the MCAD in working with a given applicant in the future
- Provide advice and guidance to the MCAD staff
- **All scores are averaged and the applicants are ranked based on their total score**
- Applicants must attend the peer review panel meeting to present a brief organization/project summary and answer questions about the organization and/or proposed scope of work. With the exception of the Community Arts Program which allows for a brief demonstration by the artist
For applicants submitting CD/DVD, submit the best 90 second representation of your work, if longer MCAD staff will play ONLY the first 90 seconds
- **Panelists do not make funding decisions**

6. EVALUATION CRITERIA

1. Artistic Excellence and Innovation (1-30 points)

- Does the organization maintain high artistic standards in programming and services?
- Does the organization produce/present professional quality work that contributes to the unique artistic/cultural community of El Paso?
- Does the proposed programming capitalize on prior success?

2. Audience Development and/or Tourism Promotion (1-20 points)

- Organizations can choose to address one or the other according to their focus. However, if the organization addresses both audience development and tourism, information about both must be included.
- Does the applicant offer, market, and promote its programs and services to the widest possible constituency, including residents, visitors and commuters?
- Are programs and services easily accessible to tourists and other visitors?
- Does the applicant have an audience development plan that addresses attracting future new audiences through educational programs, ticket give-aways, and/or free outreach programs?
- How do you use social media to promote your events/activities?

3. Diversity and Outreach (1-15 points)

- Is there measurable involvement of diverse populations on the board and staff, and in the development and preservation of the artistic product?
- Does the applicant cultivate ethnically, culturally, and socially diverse audiences and supporters?
- Does the applicant develop productive partnerships with diverse organizations and artists to broaden the reach of its programs and services?
- Does the applicant demonstrate active community outreach?

- **NOTE:** If the mission of the organization is to provide programming specific to a particular ethnic group or groups, the organization is not expected to diversify programming beyond that mission.

4. Administrative Health (Capacity) (1-20 points)

- Based on submitted financial statements, is the organization fiscally sound?
- Does the organization demonstrate business, production, and administrative skills needed to complete the proposed programming/project?
- Does the organization have diverse funding sources?
- Is the organization's Strategic Plan, clear and feasible? If you have one, please submit

5. Impact (1-15 points)

- Does the proposed programming/project meet identified social or cultural needs?
- Does the organization/project demonstrate a history of attracting a broad audience (or service constituency) and document the audiences?

7. CONTRACT SCOPE OF SERVICES AND/OR REVISIONS

A letter of notification will be sent to the organization with a copy of the scores. In September a contract will be written by the city attorney's office and executed for successful applicants. Services that are to be provided to the City (including community outreach) must be fairly specific in number and type to be provided. When the award letter is received you will have ten (10) working days to review the scope of work and the budget based on the award. The revised scope of work will be included in the contract.

NOTE: Should it become necessary to alter the contracted services during the contract term, a written request must be submitted and approved by the MCAD Director before the changes are implemented.

8. SCHEDULE OF PAYMENTS

Once the contract is executed, grantees are required to submit an invoice for up to 80% of the contract amount. If the organization's program has not begun, list the producing or coordinating activities related to the program on the invoice. (See reporting requirements below)

If an awardees are not fully compliant by November 15, 2014 MCAD will re-program the awarded funds.

NOTE: The first invoice should be submitted after receiving a Purchase Order from the City. The invoice must be numbered and have the purchase order number. The City of El Paso has a net 30 day window within which to process invoices.

Payments may be delayed or withheld at the discretion of the City if determined that the organization is not in full compliance with the terms of the contract document. All financial obligations of the City shall be subject to appropriation of funds by City Council. Contractors agree and understand that the full scope of services and/or amounts payable under the contract terms is subject to amendment and revision. Any such revision shall be accompanied pursuant to the pertinent sections of the El Paso City Code.

9. REPORTING REQUIREMENTS

Final Report: A final evaluation report of expenditures and a summary of activities for the contract period must be submitted no later than 30 days after the completion of the project, or by **August 15, 2015**, whichever comes first, on the form provided by the MCAD, along with an invoice for 20% the remaining contract amount. The form may be downloaded from the City's website (www.elpasotexas.gov/mcad).

NOTE: Failure to submit the report in a timely manner or submission of an incomplete report may result in delayed payment of the final contract installment, as well as payment on future contracts.

- **Participation Report or monthly Report Form fill out monthly to include planning and rehearsal days:** A listing of activities and programs presented by the organization and the total attendance at each activity must be submitted with the final report. The form may be downloaded from the City's website (www.elpasotexas.gov/mcad).
- **Before starting the project "review the reporting forms" to be aware of the items that you will have to collect in order to fill-out the final report and participation report.**

10. COMPLIMENTARY TICKETS

All funded organizations must inform MCAD staff of all programs and activities during the funding period, and input all information into the MCAD Calendar of Events at www.eventselpaso.com. Upon request, up to **four (4) complimentary tickets** shall be made available to MCAD staff for each program, production, exhibition, or other activities sponsored by the organization, where tickets are required. This requirement applies to the organization's regular programming only and not to special fundraising events.

MCAD encourages each organization to keep its elected and appointed City Representatives (e.g., Cultural Affairs Advisory Board) informed of its activities, and how its services are impacting the different communities within each District and city-wide

11. CANCELLATION OF CONTRACT

Organizations that fail to provide contractual services or meet program eligibility and reporting requirements may be considered to be in breach of their contract. Failure of an organization to satisfactorily address the City's concerns within the contract notice period may result in a termination of the current contract or a recommendation of no funding or a reduction in funding for the next fiscal year. The City will maintain a list of all organizations that have breached contract requirements.

12. AUDITING

The Contractor shall keep complete and accurate books and records indicating when, how, by whom, and for what purposes the funds received under the Contract are spent by the Contractor, and the Contractor shall make such books and records available to the City for examination upon request. All Funds disbursed under this Contract shall be handled by the Contractor in accordance with the standards of the American Institute of Certified Public Accountants, which include provisions for sound fiscal practices and fiscal reporting. In addition, the Contractor shall furnish the City at its request with balance sheets and statements of operation, which accurately account for expenditure of Contract funds, and a written narrative report reflecting same. **The City reserves the right to audit the books and records of the Contractor, upon reasonable notice to the Contractor and during regular working hours, in order to ensure fiscal and programmatic compliance with the assurances in this contract.**

If any serious discrepancy should appear in such reports or statements, the City shall notify the Contractor. If such discrepancy is not rectified to the satisfaction of the City within 30 days, the City may withhold all or part of the funds from the contractor. "Serious discrepancy" shall mean violation of an existing statute or ordinance or an expenditure of Contract funds for a purpose which is not authorized by

this Contract. Should the City determine that any provision of this Contract has been violated; the City may terminate this Contract immediately. Written notice of termination will be sent to the Contractor.

13. CULTURAL DIVERSITY/OUTREACH

It is the intent of the City's cultural policy to contract with cultural organizations that demonstrate a commitment to **diverse community representation** on their boards and staff. In addition, the organizations are expected to demonstrate a commitment to cultural diversity and community outreach in all aspects of their operations and programming. **NOTE:** If the mission of the organization is to provide programming specific to a particular ethnic group or groups, the organization is not expected to diversify programming beyond that mission.

14. APPEAL PROCESS

An applicant individual and/or organization considered for funding by the City of El Paso, may contact the MCAD staff for an explanation of funded level awarded, or to find out why a proposal was declined.

Applicant individuals and/or organizations considering an appeal must first discuss the outcome of the panel process with the MCAD Cultural Funding Coordinator.

The grounds for reconsideration of an application are:

1. **Non-presentation of Information** – Information available in the proposal prior to the panel review was not presented, which might have altered the outcome of the panel's decision
2. **Misrepresentation of Information** – Information known prior to the panel review was not appropriately interpreted and, if presented differently, might have altered the outcome of the panel's decision

If the grounds for reconsideration of an application are identified and determined, the request for appeal must set forth the reason(s) why the applicant believes reconsideration is appropriate.

Intent of Appeal – The applicant must submit a written intent of appeal letter to MCAD within 21 business days from the date of the funding award notification letter. This correspondence must be addressed to MCAD Cultural Funding Coordinator, and must include specific information identifying the applicant, the cultural funding program applied for, and a brief description on the basis of which an appeal is being made (e.g., administrative error, conflict of interest, presentation of misinformation, etc.).

Conference – Following the receipt and review of the intent of appeal letter, MCAD then schedules a conference with the applicant. The purpose of this conference will be to informally review and discuss the recommendations made by the review panel, and to allow the applicant to express his/her belief of how the process was tainted and/or violated. Based on the findings of this conference, a report/response document will be developed by MCAD identifying the findings, and will be provided to the appellant within 10 business days.

Conclusion – Every effort will be made by MCAD to mitigate the issue at hand. If the findings of the conference delineate grounds for an appeal, the MCAD will re-evaluate the application and supplemental material, and initiate the award process as set forth in the Cultural Funding Program Guidelines

15. APPLICATION PACKAGE

First-time applicants to PSP must meet with the MCAD staff at least two (2) weeks prior to the deadline to go over the application process and ensure that funding requirements are fulfilled effectively. Throughout these guidelines, the term “first-time applicant” refers to applicants submitting proposals to the program for the first time, as well as to applicants that have applied in the past but are not currently funded through the program.

All applicants must attend one of the two application assistance workshops for PSP conducted by MCAD staff March 18, 20 or April 15, 2014. Program guidelines and proposal forms must be printed from the web before coming to the workshop.

All applicants must submit **one signed original and six (6) copies** of the application. All application forms must be formatted to at least an 11-point font size using only TNR or Arial. Application forms may be downloaded from the website (www.elpasotexas.gov/mcad) by clicking on **Cultural Funding Program**. **NOTE:** The application forms and all copies **must not** be stapled or bound, and must be assembled in the following order:

- **Application in the sequence it is, ensuring that you have signed the page of Assurance and Signatures in the original-** The proposal must be reviewed and signed by the organization’s Board Chair/Authorizing Official and the Executive/Project Director before being submitted to MCAD.

The application contains the

- ☐ **Narrative** Please adhere to the page limits indicated on the forms. Ensure that the scope of work is specific and clear. The scope of work will become part of the contract
- ☐ **Form A -Budget Income**
- ☐ **Form B -Budget expenses**
- ☐ **Form C -Operational Financial Statement**
- ☐ **Form D –Cultural Diversity Summary**

Attachments Submit only one (1) set of attachments and assemble in this order:

- ☐ Charter, articles of incorporation and by-laws (required of first-time applicants and funded organizations that have changed their by-laws)
- ☐ IRS 501(c)(3) Letter of Determination
- ☐ Copy of the most recent IRS 990 Form (2012,2013)
- ☐ Strategic Plan for the organization (if available)
- ☐ Current season of events (1 page limit)
- ☐ Proposed season of events for fiscal year 2014-2015(1 page limit)
- ☐ List of names and titles of key staff, including Artistic Director, along with brief bios (2 page limit), and organizational chart
- ☐ Board Roster (current) with contact information for all board members
- ☐ Schedule of Board Meetings (must have a minimum of four (4) meetings per year)
- ☐ Copies of letters sent to your City Representatives and State Representative

Do not assume that the Review Panel will already be familiar with your organization or work. Be prepared to answer questions about the work of your group, the financials in your application.

- **Please review and ensure that your financial reporting is accurate. Submission of inaccurate financial reporting will be conveyed to review panel. The financials are in excel format, you should still ensure that it makes sense, that the numbers add-up**

PSP application timeline FY 2014-2015

March 3, 2014	Application Available online	www.elpasoartsandculture.org Each Applicant will be responsible for printing their own copy of the Guidelines for Project Support Program
Orientation Sessions Attendance is mandatory for all applicants		
Project Support Program	Early Bird: March 18, 2014 10:00am-10:45am Marquez Library 610 N. Yarborough El Paso, Texas 79915 Or March 20 5:30pm-6:15pm El Paso City Hall Main Room 2 nd floor 300 N. Campbell, El Paso, Texas 79901	Late Session: April 15, 2014 10:00am-10:45am Cisneros Library 1300 Hawkins El Paso, Texas 79925 Or April 15, 2014 PM session 5:30PM- 6:15pm El Paso City Hall Main Room 2 nd floor 300 N. Campbell, El Paso, Texas 79901
April 28, 2014	Applications due, must be hand delivered by 5pm or post marked by the deadline date before midnight	
June 10 & 11, 2014	Panel Review Sessions History Museum Check on the web to see the schedule for your time	
July 18, 2014	Program Recommendations Based on applicant's scores and availability of fund recommendations for awards and declines are presented to Museums and Cultural Affairs Advisory Board (MCAAB) for review and approval	
End of August, 2014	City Council approves FY 2015 City Budget Funding amount determination letter will be sent out to all awardees or declines after City Council Approval of the Budget for FY 2014-2015	
September, 2014	Contracts will be drafted for Fiscal Year 2015 All Contracts must be signed no later than November 15, 2014	

City of El Paso Museums and Cultural Affairs Department
PROJECT SUPPORT PROGRAM (PSP) APPLICATION
Fiscal Year 2014-2015

This application is due by 5:00 PM on **April 28, 2014**, or must be postmarked by the deadline date. **Hand-written forms will not be accepted (11 point font Times New Roman or Arial).** Download form at www.elpasotexas.gov/mcad.

Legal Name of Organization:				
Organization's Fiscal Year:	From:		To:	
		dd/mm/yyyy		mm/dd/yyyy
Amount of Funds Requested (this program only):		\$		
Project Title:				
Exact Project Dates:	From:		To:	
Mailing Address:				
City:	State:		Zip Code:	
Organization's Website:				
Announcements and messages will be communicated via email. Please provide email for a primary contact person who regularly accesses email messages to ensure prompt reply, i.e. Business Manager or Administrative Assistant.				
Primary Contact Person:		Telephone (include area code):		
Email:				
Executive Director:		Telephone (include area code):		
Email:				
Authorized Official/Board Chair:		Telephone (include area code):		
Email:				
ELECTED CITY OFFICIAL OF APPLICANT'S ADMINISTRATIVE OFFICES (Available from Municipal Clerk 541-4127 or www.elpasotexas.gov/government .)				
City Council Representative:				
District #:				
Is the applicant a 501c(3) non-profit, tax-exempt organization?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
FOR MCAD USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE				
Check if received:	Qty/Each	Staff Review Completed by (print name):		
<input type="checkbox"/> Application 1 original. & 6 copies				
<input type="checkbox"/> Legal Name		Date Stamp:		
<input type="checkbox"/> El Paso Address				
City Council District				
DVD or CD				

Applicant Name: _____

ASSURANCES AND SIGNATURES

If funding is awarded, the applicant hereby assures the MCAD that:

1. Any funds received as a result of this application will be used solely for the purposes described.
2. The activities and services for which financial assistance is sought will be administered by or under the same supervision of the applicant organization.
3. The applicant organization is a non-profit entity as defined by the Internal Revenue Service, or an educational institution, or a unit of government.
4. The applicant organization will comply with the following: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 and City of El Paso Ordinance No. 9779 C.1. regarding accessibility; Drug Free Workplace Act of 1988; Texas Assumed Business or Professional Name Act; Section 5(j) of National Foundation of the Arts and Humanities Act of 1985 regarding labor standards and City of El Paso Ordinance No. 8790 regarding soliciting money or property.
5. The applicant organization officials have read, understand and will conform to the intent outlined in the current Funding Program Guidelines for the City of El Paso.
6. The undersigned have been duly authorized by the applicant organization to submit this application and support material.
7. In addition to the assurances listed above, the applicant organization hereby assures the City of El Paso that the applicant will comply with the following:
 - a. Equity Mandate regarding equitable procedures for the distribution of resources to recipients who reflect the geographical, cultural, and ethnic diversity of the state's population.
 - b. Obscenity Clause Section 10(7)(b) of the Texas Commission on the Arts Enabling Legislation, which prohibits the Texas Commission on the Arts and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program that includes obscene material as defined in Section 43.21 Penal Code of Texas.

CERTIFICATION

I certify that all information contained in this application, including all support material, is true and correct to the best of my knowledge.

Signature of Authorized Official/Board Chair

Complete Legal Name (print) Date

Signature of Project/Executive Director

Complete Legal Name (print) Date

Please use BLUE INK for signatures and PRINT your complete legal name.

NOTE: For proposals being submitted by two organizations, the authorized official/board chair and project/executive director of each organization certifies that the materials are true and correct to the best of our knowledge. It is understood and agreed that each organization must sign above (make additional copies of this page for each organization's signatures).

DEFINITION: Authorized Official. A principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization. He/She must read and guarantee the organization's compliance with all requirements listed above.

Applicant Name: _____

NARRATIVE

Answer all questions. Use a clear, easy to read font of at least 11-points.

Use only the space provided. Do not attach additional pages, unless specifically indicated.

1. Provide your organization's Mission Statement. (no more than 150 words)

2. Describe the history and development of your organization. Include information about the organization's artistic and/or cultural achievement, during the past year, # of events and attendance. (no more than 300 words)

Applicant Name: _____

Answer all questions. Use a clear, easy to read font of at least 11-points.

Use only the space provided. Do not attach additional pages, unless specifically indicated.

3. Describe how the organization and proposed activities address the evaluation criteria. Please use only the space provided.

3. (a) Impact/Services to El Paso Residents (no more than 200 words)

3. (b) Artistic/Cultural Excellence and Innovation (no more than 200 words)

Applicant Name: _____

Answer all questions. Use a clear, easy to read font of at least 11-points.

Use only the space provided. Do not attach additional pages, unless specifically indicated.

3. (c) Proposed Scope of Services – List the type and **number of services** to be provided to the City
This becomes part of the contract; ensure that it is clear and specific. So many services and estimated attendance (no more than 200 words)

3. (d) Diversity, Organization and Board (no more than 150 words)

3. (e) Audience Development - Please indicate primary focus of organization. If your organization addresses both Audience Development and Tourism Promotion, also address question 3 (f), if not, only 3(e) (no more than 150 words)

Applicant Name: _____

3. (f) Tourism Promotion – Only address if applicable. (no more than 150 words)

3. (g) How do you use social media to promote your events/activities. (no more than 150 words)

4. Describe how your organization ensures that programs and facilities are accessible to individuals with disabilities. (no more than 150 words)

5. Provide a description of the organization's outreach activities, including educational programs and audiences served. List activities that include attracting underserved audiences and visitors to your events or facilities, as well as visibly representing a variety of communities. (no more than 200 words)

FORM A – BUDGET: INCOME

Round off all figures to the nearest dollar. **Do not show in-kind contributions or revenue in this form.** Definitions pertaining to this form are provided in Proposal Instructions and Definitions. **Figures should reflect to organization's fiscal year.**

(Embedded spreadsheet, please double-click to activate/fill)

Organization's Fiscal Year		From:		To:	
Please check only one (Anticipated or Confirmed) for each item:		ANTICIPATED	CONFIRMED	CASH INCOME	
A. EARNED INCOME					
Ticket/Box Office Receipts		\$0.00	\$0.00	\$0.00	
Tuition/Class/Workshop Fees		\$0.00	\$0.00	\$0.00	
Contracted Service Revenue		\$0.00	\$0.00	\$0.00	
Concessions		\$0.00	\$0.00	\$0.00	
Other (specify):		\$0.00	\$0.00	\$0.00	
TOTAL EARNED INCOME		\$0.00	\$0.00	\$0.00	
B. CONTRIBUTED INCOME					
Fundraising/Special Events		\$0.00	\$0.00	\$0.00	
Individual Contributions		\$0.00	\$0.00	\$0.00	
Membership Fees		\$0.00	\$0.00	\$0.00	
Other (specify):		\$0.00	\$0.00	\$0.00	
Grants:					
State Government		\$0.00	\$0.00	\$0.00	
Federal Government		\$0.00	\$0.00	\$0.00	
Corporate & Business		\$0.00	\$0.00	\$0.00	
Foundations		\$0.00	\$0.00	\$0.00	
Other (specify):		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
TOTAL CONTRIBUTED INCOME		\$0.00	\$0.00	\$0.00	
C. OTHER ORGANIZATIONAL FUNDS		\$0.00	\$0.00	\$0.00	
D. AMOUNT REQUESTED FROM MCAD (for this project only)		\$0.00	\$0.00	\$0.00	
TOTALS		\$0.00	\$0.00	\$0.00	
TOTAL INCOME (A + B + C + D)*				\$0.00	

*** Total Income must equal Total Expenses**

Applicant Name: _____

FORM B – BUDGET: EXPENSES

Round off all figures to the nearest dollar. **Include in-kind expenses on this form.** Definitions pertaining to this form are provided in Proposal Instructions and Definitions. **Figures should reflect the organization's fiscal year.**

(Embedded spreadsheet, please double-click to activate/fill)

Organization's Fiscal Year	From:	To:	
EXPENSES (for this project only):	COLUMN A	COLUMN B	COLUMN C
	MCAD REQUEST	CASH EXPENSES	IN-KIND SERVICES
ORGANIZATIONAL PERSONNEL			
Administrative	\$0.00	\$0.00	\$0.00
Artistic	\$0.00	\$0.00	\$0.00
Technical/Production	\$0.00	\$0.00	\$0.00
FRINGE BENEFITS	\$0.00	\$0.00	\$0.00
OUTSIDE/OTHER SERVICES			
Administrative	\$0.00	\$0.00	\$0.00
Artistic	\$0.00	\$0.00	\$0.00
Technical/Production	\$0.00	\$0.00	\$0.00
LOCAL TRAVEL	\$0.00	\$0.00	\$0.00
PRINTING/COPYING	\$0.00	\$0.00	\$0.00
POSTAGE			
TELEPHONE	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00
FACILITY RENTAL	\$0.00	\$0.00	\$0.00
OTHER RENTAL	\$0.00	\$0.00	\$0.00
PUBLICITY/PROMOTION	\$0.00	\$0.00	\$0.00
SUPPLIES/MATERIALS	\$0.00	\$0.00	\$0.00
INSURANCE	\$0.00	\$0.00	\$0.00
OTHER (ITEMIZE)			
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
TOTAL EXPENSES*	\$0.00	\$0.00	\$0.00
TOTAL PROJECT EXPENSES (Add Columns A + B)	\$0.00		

* Total expenses must equal total income. Do not include in-kind services.

Estimate the size of the audience or number of participants to be served by this project: _____

Estimate the number of artists to be employed by this project: _____

Does the organization plan to continue this project after the proposed funding period? ☐ YES ☐ NO

If YES, please explain future project phases of development in the space below.

Applicant Name: _____

FORM C – OPERATIONAL FINANCIAL STATEMENT

Please itemize operating financials as indicated below. Round off all figures to the nearest dollar. **Do not show in-kind or capital improvements expenses.** Definitions pertaining to this form are provided in Proposal Instructions and Definitions.

(Embedded spreadsheet, please double-click to activate/fill)

Organization's Fiscal Year		From:		To:
		mm/dd/yyyy		mm/dd/yyyy
	2 YRS PRIOR FY ACTUAL **	PREVIOUS FY ACTUAL **	CURRENT FY ESTIMATE	NEXT FY PROJECTION
PERSONNEL				
SALARIES/BENEFITS *				
Administrative/General	\$0.00	\$0.00	\$0.00	\$0.00
Artistic	\$0.00	\$0.00	\$0.00	\$0.00
Technical/Production	\$0.00	\$0.00	\$0.00	\$0.00
Program Services	\$0.00	\$0.00	\$0.00	\$0.00
OUTSIDE/PROFESSIONAL				
Administrative/General	\$0.00	\$0.00	\$0.00	\$0.00
Artistic	\$0.00	\$0.00	\$0.00	\$0.00
Technical/Production	\$0.00	\$0.00	\$0.00	\$0.00
Program Services	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00
SHIPPING	\$0.00	\$0.00	\$0.00	\$0.00
TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	\$0.00
SPACE RENTAL *	\$0.00	\$0.00	\$0.00	\$0.00
UTILITIES				
Electric	\$0.00	\$0.00	\$0.00	\$0.00
Natural Gas	\$0.00	\$0.00	\$0.00	\$0.00
Water and Sewer	\$0.00	\$0.00	\$0.00	\$0.00
OTHER RENTALS	\$0.00	\$0.00	\$0.00	\$0.00
MARKETING/PROMOTION/PRINT	\$0.00	\$0.00	\$0.00	\$0.00
POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00
SUPPLIES/MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00
INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00
OTHER (ITEMIZE)				
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

* This program requires organizations to have administrative offices permanently located in the El Paso City limits

** Should match your internal financial statements for the reported FY

PROJECT SUPPORT PROGRAM (PSP)

PROGRAM DEFINITIONS

FORM A – BUDGET: INCOME

EARNED INCOME

Ticket/Box Office Receipts: Earnings from subscription, group and single ticket sales

Tuition/Class/Workshop Fees: Funds earned from students receiving instruction

Contracted Services Revenue: Funds earned from sponsor's fees for performances, exhibitions, residencies, optional services, and consultations

Other: Funds earned from gift shop sales, parking, publications, rentals, and advertising

CONTRIBUTED INCOME

Fundraising/Special Events: Funds earned from activities whose primary purpose is to raise funds for the proposed project

Individual Contributions: Contributions from individuals specifically for the proposed project

Membership Fees: Funds earned from services provided to members

GRANTS

Corporate & Business: Contributions from local or national businesses targeted for the proposed project from which the donor will not derive direct monetary benefit

FORM B – BUDGET: EXPENSES and FORM C – OPERATIONAL FINANCIAL STATEMENT

Personnel Salaries: Total amount of wages for full or part-time **employees** dedicated to the project

Administrative: Funds paid to employees involved in administrative and general support of the organization, such as executive director, financial officer, development staff, clerical staff and other administrative support staff, includes box office and security staff

Artistic: Funds paid to such employees as curators, artistic directors, conductors, choreographers, composers, graphic artists, actors, dancers, singers, musicians, instructors, designers, video artists, film makers, and photographers

Technical/Production: Funds paid to technical management staff and such employees as technical directors, stage/lighting/sound crews, stitchery, curators, and video/film technicians

Benefits: Employer-paid fees for health insurance and matching of social security

Outside Professional Services: Honoraria, stipends, commissions or fees to any person not on the organization's salaried staff. These services may be in any of the three areas of administrative, artistic, technical/production, or program services described above

Travel: All costs directly related to organization's personnel travel, guest artists, consultants, etc. Include fares, lodging expenses, food, taxis, gratuities, per diem, tolls, parking, mileage, personal vehicle allowances, and car rentals, and any other costs within the City of El Paso directly relating to providing the CFP service

Shipping: Freight charges for exhibitions and performance materials/items

Telephone: Fees for local and long-distance calls, installation, and repairs

Equipment Rental: Costs for rented office equipment and production equipment (cameras and lighting)

Space Rental: Include offices, rehearsal, theater, gallery, hall, warehouse or other fees for space usage

Other Rentals: Include rental of visual arts exhibitions and films

Publicity/Promotions: Fees for printing and mailing (including postage and mailing service costs) of announcements, mailers, brochures, catalogues, tickets, programs, and/or costs for newspaper and broadcast advertising used to encourage attendance at events and to encourage earned or unearned income

Do not include payments to individuals or firms that belong under Personnel Salaries/Benefits or Outside Professional Services

Do not include food or space costs directly connected to fundraising or promotion

Supplies/Materials: Cost of office supplies, scripts, scores, photographic supplies, materials for sets/props/costumes, food and maintenance supplies

Other: Any operational expenses not covered above

Do not include capital debt reduction, capital expenditure, or operational debt reduction here

In-Kind Goods or Services: Donated goods or services that can be directly applied to the proposed project

Strategic Plan: A Board-approved document defining the organization's long-term financial and programmatic goals, which clearly identifies the best approach for achieving those goals

COMMUNITY ARTS PROGRAM (CAP) APPLICATION GUIDELINES FY 2014-2015

1. PURPOSE

To provide support and opportunities for individual artists and cultural organizations to teach, perform, and exhibit at host facilities around the city to showcase and celebrate the community's unique history and varied ethnic heritage. CAP creates a roster of arts and culture providers available for residents and neighborhoods, as well as to encourage collaboration between artists, schools and community-based organizations within the City of El Paso. Services that cannot be requested by Community Hosts will not be funded.

- Carefully read the program guidelines
- Develop your application so that it addresses program goals and evaluation criteria
- Type your organization's legal name on the top of every page of the application
- Your contact person is:

Socorro Q. Diamondstein
Cultural Funding & Technical Assistance Coordinator
915 541-4167
e-mail: diamondsteinsq@elpasotexas.gov

Every applicant must attend an orientation session for Community Arts Program. The application must be submitted on April 28, 2014 at our physical address or postmarked by midnight on the deadline date. Late applications or attachments will not be accepted, no exceptions.

Museums and Cultural Affairs Department
400 W. San Antonio Ave, Suite A
El Paso, Texas 79901

CAP grant period is September 1, 2014 through August 15, 2015. The application must be stamped when is received.

2. WHAT WILL BE FUNDED

CAP funds can be used for service related expenses such as administrative, artistic and technical personnel, in addition to other expenses related to the service/activity that the artist/organization proposes. Every Applicant must have **legal residence** in El Paso, Texas. The proposal must explain services and related activities that the artist/organization wishes to provide (performances, exhibitions, classes, workshops, and residencies), the expected fee for the service (**the maximum fee for a single service will not exceed \$2,500**), the number of times the service can be provided. Ensure that your cost for one service includes all cost, to include your Administrative and/or artistic fee, supplies, transportation. Only one proposal will be accepted per applicant. **The maximum amount that may be allocated through this program each year to an individual artist or organization is \$10,000. NOTE:** The applicant does not need to have matching funds for this program.

Once the contract is executed, a Purchase Order Number is generated. Upon completion of each contracted service the artist generates an invoice that contains: 1. invoice number, 2. purchase order number, 3. date of event, venue and time, 4. the **attendance** to the performance, 5. City Council District where the service is provided. In the case of long-term artist residencies, invoices may be submitted on previously agreed dates during the residency. Invoices submitted prior to the date of service or handwritten invoices will not be accepted. **The City of El Paso has a net 10 day window within which**

to process invoices. If an awardee is not fully in compliance by November 15, 2014, MCAD will re-program the awarded funds.

3. WHAT IS NOT FUNDED BY THIS GRANT

The City of El Paso **will not** fund the following entities or activities through the Cultural Funding Grants:

- Government agencies or public authorities
- Applicants that have a delinquent status with the City of El Paso or were unable to comply with the terms of a City Contract within the last two funding cycles
- Activities which do not have a cultural or artistic focus, or whose primary focus is religious
- Cash services or endowments of any kind
- Underwriting of capital expenditures (buildings, land, permanent equipment, or acquiring of artwork)
- Projects planned primarily for fundraising purposes
- Loans, fines, penalties, cost of litigation or associated interest payments
- Political contributions or activity, i.e., lobbying
- Re-granting programs
- Licensing fees of any kind
- No travel fees except with the exception of visiting artists
- Scholarships, awards, cash prizes, tuition expenses, or fellowship/grants to individuals
- Activities covered by restrictions outlined in the City of El Paso contract document
- Activities restricted to organization's members, or which do not benefit the general public
- College/University or school projects that are part of a course or curriculum, or which do not benefit the general public
- Previously completed activities, or activities that have occurred prior to the fiscal year; and according to the dates delineated in the application and the contract.
- Individual artists who are not residents of the City of El Paso, or organizations that do not have administrative offices located permanently in the City of El Paso
- Youth applicants, or organizations that are administered by youth who are in school and have not completed the 12th grade (for the primary delivery of the artistic product)
- Activities that occur outside of the El Paso City limits

4. PROGRAM ELIGIBILITY CRITERIA

<i>ORGANIZATION</i>	<i>INDIVIDUAL ARTIST</i>
Organizations must be incorporated as non-profit 501c(3)	An Individual artist or a cooperative of artists do not need to be non-profit 501c(3)
The areas of music, dance, theatre, literature, visual arts, film/video/digital and literary artist are all eligible.	The areas of music, dance, theatre, literature, visual arts, film/video/digital and literary artist are all eligible.
Minimum track record of two (2)years	Minimum track record of two (2)years
Administrative fees cannot exceed 10% of total grant	Administrative fees cannot exceed 10% of total grant

AMERICANS WITH DISABILITIES ACT (ADA)

At the time of contract execution, successful grant applicants will be required to submit specific ADA-related documents to confirm compliance with several local ordinances and state and federal statutes/regulations

5. PANEL REVIEW PROCESS

MCAD convenes a Review Panel Process, to score each application. Panelists selected to serve in the review panels will represent diverse disciplines, community perspectives, and field expertise.

Applicant's failure to attend the review panel meeting will result in a reduction of 20 points from the total score of 100 points.

It is the applicant's responsibility to check the review time, no other notices will be sent

Panelists do not make funding decisions

All applications are subject to the Panel Review Process

- Panelist will score and rank applicants in accordance with established criteria for the program.
- Provide a quantitative evaluation of the applications submitted to the MCAD
- **Score all applications on their relative merit. Based on 100 points**
- Comment on the of the funding requested in relationship *to the cost per one service*
- Provide advice and guidance to MCAD staff
- **All scores are averaged and the applicants are ranked based on their total score**
- Applicants must attend the peer review panel meeting to present a brief organization/project summary and answer questions about the organization and/or proposed scope of work. With the exception of the Community Arts Program which allows for a brief demonstration by the artist

6. EVALUATION CRITERIA

Proposals will be evaluated by the panel according to the following criteria:

- **Artistic Qualifications:** (1-30 points)
The qualifications of the artist/individual based on training and/or professional experience and quality of work
- **Capacity:** (1-20 points)
Capacity to successfully provide the proposed service(s) as evidenced by planning skills, capacity to schedule the host organizations based on need and demand, past record of achievement, and potential to manage and carry out the proposed service
- **Need of the Community:** (1-20 points)
The need of the community for the particular service based on how it will increase understanding of arts and culture, meet an underserved need in the community, and/or provide arts access and arts education opportunities
- **Artistic Merit:** (1-30 points)
The extent to which the service offers quality products that advances the preservation or perpetuation of art forms, including a curriculum, timeline, budget and appropriateness to targeted audiences. The artist(s) must make a demonstration of an actual service. Demonstration can be no more than three (3) minutes
 - **Community Host Evaluations:** For **returning applicants**, MCAD staff will provide a summary of the completed Community Host Evaluations for applicant's CAP sessions from prior fiscal year. **These criteria will not be applied to new applicants.**
 - **Demonstration:** The artist(s) must have either:
 1. Submit a digital clip sample of your work or a 90 second DVD
 2. Or the applicant(s) can do a 3 minute performance/presentation which represents the type of service being proposed

Special Note: If you do a live demonstration then you do not submit a DVD, only one will be presented to the Review Panel

- **Awards will be based on:**

1. The total funds available for the program
2. The need to provide a balance among arts disciplines represented in the program
3. The cost of each service proposed

7. CONTRACT SCOPE OF SERVICES

The MCAD staff will conduct a workshop on CAP artists' responsibilities. All CAP artists meet with the MCAD staff to review instructions on scheduling of services, completing agreement forms, evaluation forms, and invoices. A signed contract must be completed with the MCAD before commencement of services.

Controls to determine that grantees are achieving the public purpose of the City to provide arts and culture to the El Paso community will be measured by community host evaluation forms. In addition, MCAD staff will periodically attend CAP services. **Grantees funded through CAP must provide on-going reporting on each program/event sponsored including attendance, physical location and the City Council District number and an evaluation of the program/event. Community hosts must provide a completed evaluation form within seven (7) business days of the presentation and are encouraged to submit photographs of each service.**

The survey is www.surveymonkey.com the photographs can be sent to diamondsteinsq@elpasotexas.gov

8. AUDITING

The Contractor shall keep complete and accurate books and records indicating when, how, by whom, and for what purposes the funds received under the Contract are spent by the Contractor, and the Contractor shall make such books and records available to the City for examination upon request. All Funds disbursed under this Contract shall be handled by the Contractor in accordance with the standards of the American Institute of Certified Public Accountants, which include provisions for sound fiscal practices and fiscal reporting. In addition, the Contractor shall furnish the City at its request with balance sheets and statements of operation, which accurately account for expenditure of Contract funds, and a written narrative report reflecting same. **The City reserves the right to audit the books and records of the Contractor, upon reasonable notice to the Contractor and during regular working hours, in order to ensure fiscal and programmatic compliance with the assurances in this contract.**

If any serious discrepancy should appear in such reports or statements, the City shall notify the Contractor. If such discrepancy is not rectified to the satisfaction of the City within 30 days, the City may withhold all or part of the funds from the contractor. "Serious discrepancy" shall mean violation of an existing statute or ordinance or an expenditure of Contract funds for a purpose which is not authorized by this Contract. Should the City determine that any provision of this Contract has been violated; the City may terminate this Contract immediately. Written notice of termination will be sent to the Contractor.

9. CANCELLATION OF CONTRACT

Organizations that fail to provide contractual services or meet program eligibility and reporting requirements may be considered to be in breach of their contract. Failure of an organization to satisfactorily address the City's concerns within the contract notice period may result in a termination of the current contract or a recommendation of no funding or a reduction in funding for the next fiscal year. The City will maintain a list of all organizations that have breached contract requirements.

10. APPEAL PROCESS

An applicant individual and/or organization considered for funding by the City of El Paso, may contact the MCAD staff for an explanation of funded level awarded, or to find out why a proposal was declined.

Applicant individuals and/or organizations considering an appeal must first discuss the outcome of the panel process with the MCAD Cultural Funding Coordinator.

The grounds for reconsideration of an application are:

1. **Non-presentation of Information** – Information available in the proposal prior to the panel review was not presented, which might have altered the outcome of the panel's decision
2. **Misrepresentation of Information** – Information known prior to the panel review was not appropriately interpreted and, if presented differently, might have altered the outcome of the panel's decision

If the grounds for reconsideration of an application are identified and determined, the request for appeal must set forth the reason(s) why the applicant believes reconsideration is appropriate.

Intent of Appeal – The applicant must submit a written intent of appeal letter to MCAD within 21 business days from the date of the funding award notification letter. This correspondence must be addressed to MCAD Cultural Funding Coordinator, and must include specific information identifying the applicant, the cultural funding program applied for, and a brief description on the basis of which an appeal is being made (e.g., administrative error, conflict of interest, presentation of misinformation, etc.).

Conference – Following the receipt and review of the intent of appeal letter, MCAD then schedules a conference with the applicant. The purpose of this conference will be to informally review and discuss the recommendations made by the review panel, and to allow the applicant to express his/her belief of how the process was tainted and/or violated. Based on the findings of this conference, a report/response document will be developed by MCAD identifying the findings, and will be provided to the appellant within 10 business days.

Conclusion – Every effort will be made by MCAD to mitigate the issue at hand. If the findings of the conference delineate grounds for an appeal, the MCAD will re-evaluate the application and supplemental material, and initiate the award process as set forth in the Cultural Funding Program Guidelines

11. IDENTIFICATION OF COMMUNITY HOSTS

CAP grantees will work with participating venues and organizations to identify community hosts. However the grantee has to have a tentative list of Community hosts (may include schools, community organizations, recreation centers, social service agencies, and other non-profit groups). This schedule has to be submitted to the Cultural Funding Coordinator no later than 5 months into the contract. MCAD can reduce the contract amount if the schedule is not submitted on a timely manner. The Host Form and the evaluation will be available at MCAD web. **Places of worship may serve as community hosts if the CAP service will not be part of a religious service/ceremony and attendance will be open to the public.** Emphasis will be placed on underserved communities that have not had prior exposure to the art form. The community host will have to provide space at no charge to individuals/organizations that meet the services performance requirements. The host is expected to generate publicity and make the service available at **no charge** to the public.

12. COMMUNITY HOST AGREEMENT

After a service has been confirmed with a host, the individuals/organizations or host must submit a signed Community Host Agreement Form to MCAD at least **one (1) week prior to the commencement of each service.** [The Community Host Agreement Form must be downloaded from the Cultural Funding Web Page www.elpasoartsandculture.org](http://www.elpasoartsandculture.org)

NOTE: The signed Community Host Agreement Form must contain all necessary information including precise dates and times for the proposed service, as well as the City Council District where the service is being provided. Incomplete, unsigned will not be accepted. Services through this program must be completed by August 1, 2015. **No exceptions will be made.**

13. APPLICATION PACKAGE

All applicants must submit **one signed original and six (6) copies** of the application. All application forms must be formatted to at least 11-point font size (Times New Roman or Arial). Application forms may be downloaded from our website (www.artsandculture.org) by clicking on **Cultural Funding Program**. **NOTE:** The application forms and all copies **must not** be stapled or bound, and must be assembled in the following order:

- ☐ **Application in the sequence it is, ensuring that you have signed the page of Assurance and Signatures in the original**– The proposal must be reviewed and signed by the organizations Board Chair/Authorizing Official or the Executive/Project Director, or the Individual Artist before being submitted to MCAD (**six copies of the signed application**)

- ☐ **Narrative** – Please observe and adhere to the page limits indicated on application

Attachments – Submit **ONLY ONE (1) SET** of attachments and assemble in this order:

If it is a non-profit organization:

- ☐ IRS 501I(3) Letter of Determination (for organizations)
- ☐ articles of incorporation and by-laws
(Required of first-time applicants and funded Organizations that have changed their by-laws)
- ☐ List of names and titles of key staff, including Artistic Director, along with resume (2 pages Limit), and organizational chart

Individual Artist

Do not assume that the Review Panel will already be familiar with your organization or work. Submit any additional materials that will help the review panel better understand the services provided by the organization or artist, including news clippings, CD/DVD(compatible with window and MAC operating Systems, or any printed promotional material

- ☐ **If proposed service is not replicable in a three minute demonstration during panel review, applicants may submit a 90-second digital representation of the service (compatible with MAC operating systems and windows) No VHS, audiotapes or slides will be accepted**

MCAD will not accept late attachments. Points will be deducted by panel for missing documents

Please review and ensure that your financial portion in the cost per service is accurate. Submission of inaccurate cost per service could result on declined funding.

CAP application timeline FY 2014-2015

March 3, 2014	Application Available online	www.elpasoartsandculture.org Each Applicant will be responsible for printing their own copy of the Guidelines for Community Arts Program
Orientation Sessions Attendance is mandatory for all applicants		
Community Arts Program	Early Bird: March 18, 2014 11:00am-11:45am Marquez Library 610 N. Yarborough El Paso, Texas 79915 Or March 20, 2014 6:15-7:00pm El Paso City Hall, Main Room 2 nd Floor 300 N. Campbell El Paso, Texas 79901	Late Session: April 15, 2014 11:00am-11:45am Cisneros Library 1300 Hawkins El Paso, Texas 79925 Or April 15, 2014 6:15pm-7:00pm El Paso City Hall, Main Room 2 nd Floor 300 N. Campbell El Paso, Texas 79901
April 28, 2014	Applications due, must be hand delivered by 5pm or post marked by the deadline date before midnight	

June 17 and 18	Panel Review Sessions History Museum, Check on the web to see the schedule for your time
July 17, 2014	Program Recommendations Based on applicant's scores and availability of fund recommendations for awards and declines are presented to Museums and Cultural Affairs Advisory Board (MCAAB) for review and approval
September, 2014	Contracts will be drafted for fiscal Year 2015 All contracts must be signed no later than November 15, 2014

City of El Paso Museums and Cultural Affairs Department
COMMUNITY ARTS PROGRAM (CAP) APPLICATION
 Fiscal Year 2014-2015

This application is due by 5:00 PM on **April 28, 2014**, or must be postmarked by the deadline date. **Hand-written forms will not be accepted.** Print form at www.elpasotexas.gov/mcad. Please also be aware that applicants will be expected to provide a 3 minute demo of proposed service at panel review.

Legal Name of Applicant:			
Mailing Address:			
City:		State:	Zip Code:
Legal Physical Address in El Paso:			
City:		State:	Zip Code:
Announcements and messages will be communicated via email. Please provide email for a primary contact person who regularly accesses email messages to ensure prompt reply, i.e. Business Manager or Administrative Assistant.			
Primary Contact Person:		Telephone (include area code):	
Email:		Website:	
Federal Employer ID Number (for organizations only): If an artist, he/she must be U.S. citizen			
Is your organization operated for charitable (nonprofit) goals?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your organization have administrative offices in El Paso?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
ELECTED CITY OFFICIAL OF APPLICANT'S ADMINISTRATIVE OFFICES (Available from Municipal Clerk 541-4127 or www.elpasotexas.gov/government .)			
City Council Representative:			
District #:			
Please check the artistic discipline of Proposed Service:			
<input type="checkbox"/> Theatre	<input type="checkbox"/> Visual Arts	<input type="checkbox"/> Music	<input type="checkbox"/> Film/Video
<input type="checkbox"/> Literary	<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Other (specify):	
<input type="checkbox"/> Multi-media (specify):		<input type="checkbox"/> Multi-disciplinary (specify disciplines):	
Title of Service:			
FOR MCAD USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE			
Check if received:		Qty/Each	Staff Review Completed by (print name):
	Application1 original & 6 copies		Date Stamp:
	Legal Name		
	El Paso Address		
	City Council District		
	DVD or CD		

Applicant Name: _____

ASSURANCES AND SIGNATURES

If funding is awarded, the applicant hereby assures the MCAD that:

1. Any funds received as a result of this application will be used solely for the purposes described.
2. The activities and services for which financial assistance is sought will be administered by or under the same supervision of the applicant organization.
3. The applicant organization is a non-profit entity as defined by the Internal Revenue Service, or an educational institution, or a unit of government.
4. The applicant organization will comply with the following: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 and City of El Paso Ordinance No. 9779 C.1. regarding accessibility; Drug Free Workplace Act of 1988; Texas Assumed Business or Professional Name Act; Section 5(j) of National Foundation of the Arts and Humanities Act of 1985 regarding labor standards and City of El Paso Ordinance No. 8790 regarding soliciting money or property.
5. The applicant organization officials have read, understand and will conform to the intent outlined in the current Funding Program Guidelines for the City of El Paso.
6. The undersigned have been duly authorized by the applicant organization to submit this application and support material.
7. In addition to the assurances listed above, the applicant organization hereby assures the City of El Paso that the applicant will comply with the following:
 - a. Equity Mandate regarding equitable procedures for the distribution of resources to recipients who reflect the geographical, cultural, and ethnic diversity of the state's population.
 - b. Obscenity Clause Section 10(7)(b) of the Texas Commission on the Arts Enabling Legislation, which prohibits the Texas Commission on the Arts and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program that includes obscene material as defined in Section 43.21 Penal Code of Texas.

CERTIFICATION

I certify that all information contained in this application, including all support material, is true and correct to the best of my knowledge.

Signature of Individual/Organization Contact Person

Complete Legal Name (print)

Date

SECOND SIGNATURE REQUIRED FOR ORGANIZATIONS ONLY:

Signature of Authorized Official/Board Chair

Complete Legal Name (print)

Date

Please use BLUE INK for signatures and PRINT your complete legal name.

NOTE: For proposals being submitted by two organizations, the authorized official/board chair and project/executive director of each organization certifies that the materials are true and correct to the best of our knowledge. It is understood and agreed that each organization must sign above (make additional copies of this page for each organization's signatures).

DEFINITION: Authorized Official. A principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization. He/She must read and guarantee the organization's compliance with all requirements listed above.

Applicant Name: _____

NARRATIVE

Answer all questions. Use a clear, easy to read font of at least 11-points. Times New Roman or Arial
Use only the space provided. Do not attach additional pages, unless specifically indicated.

1. Describe the service you are proposing and provide previous experience with your presentations and the attendance you had throughout your services you provided in the El Paso community. **Please only use space available.(no more than 200 words)**

2. Describe the concept of one service and a brief description. **Please use bullet-format and only use space available. (no more than 150 words)**

3. Check the type of service you are proposing to provide. **Please mark only one choice.**

☐ One time performance/demonstration/class/master class (1 hour)

☐ Workshop (2 hours)

☐ Workshop (1 hour)

☐ Exhibition and lecture (as negotiated with host): ☐ 3 weeks ☐ 6 weeks

☐ Residency (long-term as negotiated with host):

☐ 2 weeks ☐ 4 weeks ☐ 6 weeks ☐ Other (if checked, please specify) _____

4. Can the service format be adapted to suit the needs of various venues? ☐ Yes ☐ No
(For example one time performance/demonstration/class/master class can be adapted into several 1-hour workshops and/or an exhibition.) If yes, please use a separate sheet to describe.

5. Do you provide curriculum aligned with TEKS? ☐ Yes ☐ No **IS NOT REQUIRED**

Applicant Name: _____

6. How many artists will be involved and what is the specific role in the proposed project?
(no more than 50 words)

7. For what audience will this service be most appropriate and will you be available?

You may check up to four (4).

- ☐ Pre-school children (available M-F, 8:00-5:00 pm)
- ☐ Grade school children (available M-F, 8:00-5:00 pm)
- ☐ Middle/High school students (available M-F, 8:00-5:00 pm)
- ☐ Adults (various times as negotiated with Community Host)
- ☐ Senior adults (various times as negotiated with Community Host)
- ☐ Persons w/disabilities (various times as negotiated with Community Host)
- ☐ Other e.g. Libraries, Community Centers(specify audience and available time)
- ☐ Bilingual

8. Explain what you hope your audience or participants will gain or learn from your service.(no more than 200 words) (Times New Roman or Arial 11 point font)

9. List all special technical requirements and/or restrictions related to the proposed service. (For example, dimensions of stage area, ceiling height, electrical or lighting needs, dressing rooms, class size, supplies, furniture and equipment, etc.) (no more than 150 words) Please be succinct.

Applicant Name: _____

10. Describe any marketing ideas that you and/or the host may use to promote this service. You can list some of the host organizations that you are planning to use (no more than 150 words)

11. Summarize your training (formal and informal) background, or previous experience that qualifies you to provide this service. (no more than 300 words)

12. **Proposed Expenses.** Please provide a detailed breakdown of expenses for **ONE** service. Round all figures to the nearest dollar. Total for one service should not exceed \$2,500.00 Do not just ask for \$2,500 **Think thoroughly through one service.** . Be as close to the cost of one service, be objective. (Do not say: It depends on how much MCAD gives me, that will determine the cost of one service)
All set up and preparation costs should be included in the **ONE** service fee. Total possible award is \$10,000. Administrative fees cannot exceed 10% of overall service budget. Do not just ask for \$2,500 for service, think carefully-what does it entail in the service

A. Administrative Personnel \$ _____

B. Artistic Personnel \$ _____

C. Technical Needs \$ _____

D. Other Expenses: List and explain expenses related to this service including production, travel and marketing

E. Travel in town _____ \$ _____

F. Other _____ \$ _____

TOTAL EXPENSES FOR ONE SERVICE (add A through D) \$ _____

13. List the number of services available to provide between October 1, 2014 and August 1, 2015.

_____ *You might not get funded for all the services you applied for.*

14. Please indicate if you would like for MCAD to provide your information for inquiries about outside contracting opportunities? Yes ☐ No ☐

15. **Please check only one.** Once submitted work sample format, cannot be changed.

☐ Will do a 3 minute demonstration

☐ I will have digital sample (compatible to MAC operating system and Windows PC)

COMMUNITY ARTS PROGRAM (CAP) PROGRAM DEFINITIONS

COMMUNITY HOST EVALUATION FORM

An online evaluation form completed by any host after completion of service detailing quality of service, level of engagement by participating artists and attendance.

APPLICATION VOCABULARY

Artist: Any practitioner of the fine arts

Classes: Instruction to include demonstrations, workshops, performances or exhibitions

Discipline: Any art form such as music, dance, theater, literature, visual, media or folk

Folk Artist: Maintains or practices traditional beliefs or skills that are learned and passed on from one generation to the next by word-of-mouth and customary example; The folk arts can include both material culture and oral/expressive traditions, and are found in groups of people who share a cultural bond and history

Host: Any organization which brings an artist to its community; Hosts may be churches, schools, community organizations, recreation centers, social service agencies, and other non-profit groups

Lesson Plan: Step-by-step outline of educational service objective and methods of implementation indicating a timetable for completion

Master Class: An advanced class usually taught by a professional artist for students who have already had a considerable amount of training

Residency: Long-term (two or more weeks) instruction to include demonstrations, performances and exhibitions

Service: The activity for which the applicant is requesting funds; One service consists of activity from beginning to end

Service Budget: The total expenses for each type of service for which funds are requested

Workshop: Short-term instruction, one or two individual sessions

ARTIST INCUBATOR PROGRAM (AIP)

FUNDING GUIDELINES

FY-2014-2015

1. PURPOSE

This program promotes awareness of the contributions that El Paso artists make in our community. Artist Incubator Program AIP creates opportunities for the development of new work by professional and emerging visual, literary and performing artists living in El Paso. This program is highly competitive.

- **Carefully read the program guidelines**
- **Develop your application so that it addresses program goals and evaluation criteria**
- **Type your organization's legal name on the top of every page of the application**
- **Your contact person is:**

Socorro Q. Diamondstein
Cultural Funding & Technical Assistance Coordinator
915 541-4167
e-mail: diamondsteinsq@elpasotexas.gov

The application must be submitted on April 28, 2014 at our physical address or postmarked by midnight on the deadline date. Late applications or attachments will not be accepted, no exceptions:

El Paso Museums and Cultural Affairs Department
400 W. San Antonio Ave, Suite A
El Paso, Texas 79901

2. WHAT WILL BE FUNDED AND FUNDING RANGES

Local artists applying for this program must demonstrate capacity and samples of their work in the categories of visual arts, literary arts, performing arts. Artist applying for these funds must show that they have undergone planning and are able to complete the project between September 1, 2014 and August 15, 2015. There will be up to 10 grants awarded, ranging from \$1,500 to \$3,500 based on the rating of the panel and availability of funds

CATEGORIES INCLUDE:

- **Visual Artist:** painting, sculpture, engraving, design, photograph, crafts
- **Literary Arts:** poetry, play writer, novels
- **Performing Arts:** performance artist, theatre, film making
- **Multidisciplinary:** Pertaining to two (2) or more arts disciplines; does not include interdisciplinary activities or events; does include all multi-media technology, websites, training

3. WHAT IS NOT FUNDED

The City of El Paso **will not** fund the following entities or activities through the Cultural Funding Grants:

- Government agencies or public authorities
- Applicants that have a delinquent status with the City of El Paso or were unable to comply with the terms of a City Contract within the last two funding cycles
- Activities which do not have a cultural or artistic focus, or whose primary focus is religious
- Cash services or endowments of any kind
- Underwriting of capital expenditures (buildings, land, permanent equipment, or acquiring of artwork)

- Projects planned primarily for fundraising purposes
- Loans, fines, penalties, cost of litigation or associated interest payments
- Political contributions or activity, i.e., lobbying
- Re-granting programs
- Licensing fees of any kind
- No travel fees except with the exception of visiting artists
- Scholarships, awards, cash prizes, tuition expenses, or fellowship/grants to individuals
- Activities covered by restrictions outlined in the City of El Paso contract document
- Activities restricted to organization's members, or which do not benefit the general public
- College/University or school projects that are part of a course or curriculum, or which do not benefit the general public
- Previously completed activities, or activities that have occurred prior to the fiscal year; and according to the dates delineated in the application and the contract.
- Individual artists who are not residents of the City of El Paso, or organizations that do not have administrative offices located permanently in the City of El Paso
- Youth applicants, or organizations that are administered by youth who are in school and have not completed the 12th grade (for the primary delivery of the artistic product)
- Activities that occur outside of the El Paso City limits

4. PROGRAM ELIGIBILITY CRITERIA

To apply for AIP an individual artist must **reside in El Paso** and adhere to the Review Criteria and Selection Process.

All applicants must attend one of the two application assistance workshops for AIP conducted by MCAD staff March 18 and 20 or April 15, 2014. Program guidelines and proposal forms must be printed from the web before coming to the workshop. MCAD web www.elpasotexas.gov/mcad under the Cultural Funding Programs section.

Applicants must:

- Be at least 18 years of age at the time of the application deadline
- Spend at least 10 hours a week on and derive some income from the proposed discipline
- Have exhibited, performed, presented and/or published artistic work in a public context within the last three years
- Be the primary or principal creator or the sole author of work(s) submitted
- Applicants must be an individual artist (or part of a team of individual artists who is actively engaged in the creation of art. If applying as an artist team, the principal applicant must be able to meet the aforementioned requirements. If you are submitting with other artist, the main applicant must submit letters of commitment from the other artists.
- Applicants must show evidence that the proposal will make a significant contribution to the artist's career and professional development, with clear, realistic, attainable project goals
- Demonstrate the artist's commitment and track record within the art form, as evidenced by resume, artistic training and support materials
- Have evidence that thoughtful planning of the proposal has taken place, based on a suitable budget and appropriately realized within the timeframe of the grant period, it must also be initiated and completed within the City of El Paso
- Have an application that demonstrates completeness and clarity in its narrative. MCAD does not accept handwritten applications

- Submit a two-page resume. Include the highlights of your career with an exhibition, and/or performance history, education, awards, publications, artist residencies, etc. Work that demonstrates the track record for the past couple of years

Applicants may NOT be

- Enrolled as an undergraduate student in a degree program
- Enrolled as a graduate student in a program related to the specific discipline of this application

5. PANEL REVIEW PROCESS

MCAD convenes a Panel Review Process, to score each application. Panelists selected to serve in the review panels will represent diverse disciplines, community perspectives, and field expertise.

Applicant's failure to attend the review panel meeting will result in a reduction of 20 points from the total score of 100 points.

It is the applicant's responsibility to check the review time, no other notices will be sent

Panelists do not make funding decisions

All applications are subject to the Review Panel Process

- Panelist will score and rank applicants in accordance with established criteria for the program
- Provide a quantitative evaluation of the applications submitted to the MCAD
- Score all applications on their relative merit. Based on 100 points
- Comment on the of the funding requested in relationship *to the project proposed*
- Provide advice and guidance to MCAD staff
- All scores are averaged and the applicants are ranked based on their total score
- Applicants must attend the peer review panel meeting to present a brief description of the project and answer questions about the proposed project.

6. EVALUATION CRITERIA

1. Artistic merit, originality and innovation of the applicant's work	Maximum: 60 points
<ul style="list-style-type: none"> • Clearly supports the creation of new work • Artistic merit as evidenced by submitted images/samples • Emphasizes imaginative scope and vision • Professional qualifications or record of artistic achievement as evidenced by resume and professional recognition 	51-60=Excellent 41-50=Good 31-40=Fair 30 or less=Poor
2. Potential impact on tourism and/or community audience	Maximum: 25 points
<ul style="list-style-type: none"> • Has a plan to present the work to the community through a public venue • Has a clear benefit to the general public • Has a plan to market and to develop an audience • How do you use social media to promote your events/activities? 	21-25=Excellent 16-20=Good 10-15=Fair 9 or less=Poor
3. Feasibility of the project and reasonableness of proposed expenses	Maximum: 15 points
<ul style="list-style-type: none"> • Application is clear and concise • Detailed and organized timeline and proposed expenses are reasonable • Record of successful completion of arts projects of similar scale and scope 	13-15=Excellent 10-12=Good 7-9=Fair 6 or less=Poor

- | | |
|--|--|
| <ul style="list-style-type: none"> • Capacity to meet proposed project's objective within the time line of the grant: September 1, 2013 through August 15, 2014 | |
|--|--|

7. CONTRACT AND PAYMENT

- A contract will be prepared by legal and will describe how the payments are going to be scheduled and what the project is going to consist off

- Once the contract is executed, invoices may be submitted on previously agreed upon dates during the time of the project. 20% will be reserved for payment with final report. The first invoice can be submitted after receiving the Purchase Order. The invoice has to have a number and the P.O. Number. For this program The City of EL Paso has a net 10 days window within which to process invoices.

- **If an awardee is not fully in compliance by November 15, 2014. MCAD will re-program the awarded funds.**

8. CONTRACT AUDITING

The Contractor shall keep complete and accurate books and records indicating when, how, by whom, and for what purposes the funds received under the Contract are spent by the Contractor, and the Contractor shall make such books and records available to the City for examination upon request. All Funds disbursed under this Contract shall be handled by the Contractor in accordance with the standards of the American Institute of Certified Public Accountants, which include provisions for sound fiscal practices and fiscal reporting. In addition, the Contractor shall furnish the City at its request with balance sheets and statements of operation, which accurately account for expenditure of Contract funds, and a written narrative report reflecting same. **The City reserves the right to audit the books and records of the Contractor, upon reasonable notice to the Contractor and during regular working hours, in order to ensure fiscal and programmatic compliance with the assurances in this contract.**

If any serious discrepancy should appear in such reports or statements, the City shall notify the Contractor. If such discrepancy is not rectified to the satisfaction of the City within 30 days, the City may withhold all or part of the funds from the contractor. "Serious discrepancy" shall mean violation of an existing statute or ordinance or an expenditure of Contract funds for a purpose which is not authorized by this Contract. Should the City determine that any provision of this Contract has been violated; the City may terminate this Contract immediately. Written notice of termination will be sent to the Contractor.

9. CANCELLATION OF CONTRACT

Organizations that fail to provide contractual services or meet program eligibility and reporting requirements may be considered to be in breach of their contract. Failure of an organization to satisfactorily address the City's concerns within the contract notice period may result in a termination of the current contract or a recommendation of no funding or a reduction in funding for the next fiscal year. The City will maintain a list of all organizations that have breached contract requirements.

10. APPEALS PROCESS

An applicant individual and/or organization considered for funding by the City of El Paso, may contact the MCAD staff for an explanation of funded level awarded, or to find out why a proposal was declined.

Applicant individuals and/or organizations considering an appeal must first discuss the outcome of the panel process with the MCAD Cultural Funding Coordinator.

The grounds for reconsideration of an application are:

1. **Non-presentation of Information** – Information available in the proposal prior to the panel review was not presented, which might have altered the outcome of the panel's decision
2. **Misrepresentation of Information** – Information known prior to the panel review was not appropriately interpreted and, if presented differently, might have altered the outcome of the panel's decision

If the grounds for reconsideration of an application are identified and determined, the request for appeal must set forth the reason(s) why the applicant believes reconsideration is appropriate.

Intent of Appeal – The applicant must submit a written intent of appeal letter to MCAD within 21 business days from the date of the funding award notification letter. This correspondence must be addressed to MCAD Cultural Funding Coordinator, and must include specific information identifying the applicant, the cultural funding program applied for, and a brief description on the basis of which an appeal is being made (e.g., administrative error, conflict of interest, presentation of misinformation, etc.).

Conference – Following the receipt and review of the intent of appeal letter, MCAD then schedules a conference with the applicant. The purpose of this conference will be to informally review and discuss the recommendations made by the review panel, and to allow the applicant to express his/her belief of how the process was tainted and/or violated. Based on the findings of this conference, a report/response document will be developed by MCAD identifying the findings, and will be provided to the appellant within 10 business days.

Conclusion – Every effort will be made by MCAD to mitigate the issue at hand. If the findings of the conference delineate grounds for an appeal, the MCAD will re-evaluate the application and supplemental material, and initiate the award process as set forth in the Cultural Funding Program Guidelines

11. APPLICATION PACKAGE

All applicants must submit **one signed original application and 6 copies of the application**. All application forms must be formatted to at least a 11-point font size (Times New Roman or Arial Font). Application forms may be downloaded from our website (www.elpasotexas.gov/mcad) by clicking on **Cultural Funding Program**. **NOTE:** The application forms and all copies **must not** be stapled or bound, and must be assembled in the following order:

- **Application in the sequence it is, ensuring that you have signed the page of Assurance and Signatures in the original- Need the original Application and six (6) copies of your signed copy. An incomplete application will not be accepted.**

Attachments – Submit **only one (1) set** of attachments and assemble in this order:

Attachments Visual artist

- ☐ Select four images that best represent your work and submit them on a CD (*images 300 dpi .jpg or tif files*). *Ensure compatibility with MAC system*. The quality of the work samples is very important. Number the images
- ☐ Type a corresponding list of works that gives the following information for each image: your name, work title, date, medium, and dimensions. You can add one sentence describing each work if you choose.

Summary:

- ☐ Images of work (CD) and list of works enclosed
- ☐ Two page current resume
- ☐ Three pages of Application form enclosed

Attachments Literary artist:

- Submit up to 15 typed pages of original material for prose or poetry.

Summary

- ☐ 15 page writing sample
- ☐ Two page current resume

- ☐ Three pages of application form enclosed

Attachments Performing Arts:

- Musicians, choreographers, theatre-related artists, performance artists film makers
Submit a sample of the work in a CD or DVD, a resume to include the highlights of their career, Education.

Summary

- ☐ One 3 minute DVD or CD with a sample of their performance
- ☐ Two page current resume
- ☐ Three pages of application form enclosed

Attachments Multi-disciplinary:

- Pertaining to two (2) or more art disciplines; does not include interdisciplinary activities or events; does include all multi-media technology, websites, training.

Summary

- ☐ One three minute DVD or CD with sample of the work
- ☐ Two-page current resume of career and education
- ☐ Three pages of application form enclosed

Do not assume that the Review Panel will already be familiar with your work. Submit any additional materials that will help the review panel better understand the project proposed by the artist. Including news clippings, CD/DVD (compatible with MAC operating systems and windows PC), or any printed promotional material

- **MCAD will not accept late attachments. Points will be deducted by panel for missing documents or missing parts of the application.**
- **For applicants submitting CD/DVD, submit the best 3 minutes representation of your work, if you do not indicate which 3 minutes, staff will just go with the first 3 minutes.**
- **No VHS, audiotapes or slides will be accepted. Ensure that your CD/ DVD is compatible with MAC operating System and with Windows PC**
- **Do not turn in a portfolio.**
- **Please review and ensure that your financial portion of your application is accurate. Submission of inaccurate financials will be conveyed to review panel.**

AIP application timeline FY 2014-2015

March 3, 2014	Application Available online	www.elpasoartsandculture.org Each Applicant will be responsible for printing their own copy of the Guidelines for Artist Incubator Program
Orientation Sessions Attendance is mandatory for all applicants		
Artist Incubator Program	Early Bird: March 18, 2014 12:00pm-12:45pm Marquez Library 610 N. Yarborough El Paso, Texas 79915 Or March 20, 2014 7:00pm-7:45pm El Paso City Hall, Main Room 2 nd Floor 300 N. Campbell, El Paso, Texas 79901	Late Session: April 15, 2014 12:00-12:45pm Cisneros Library 1300 Hawkins El Paso, Texas 79925 Or April 15, 2014 7:00pm-7:45pm El Paso City Hall, Main Room 2 nd Floor 300 N. Campbell El Paso, Texas 79901
April 28, 2014	Applications due, must be hand delivered by 5pm or post marked by the deadline date before midnight	
June 24, 2014	Panel Review Sessions History Museum, Check on the web to see the schedule for your time	
July 17, 2014	Program Recommendations Based on applicant's scores and availability of fund recommendations for awards and declines are presented to Museums and Cultural Affairs Advisory Board (MCAAB) for review and approval	
End of August, 2014	City Council approves FY 2014 City Budget	
September, 2014	Contracts will be drafted for Fiscal Year 2015	

City of El Paso Museums and Cultural Affairs Department
ARTIST INCUBATOR PROGRAM (AIP)
Fiscal Year 2014-2015

This application is due **by 5:00pm on April 28, 2014**, or must be postmarked by the deadline date. **Handwritten forms will not be accepted.** (11point Times New Roman or Arial) Download form at www.elpasotexas.gov/mcad.

Legal Name of Applicant:			
Mailing Address:			
City:		State:	Zip Code:
Physical Address: (if different)			
City:		State:	Zip Code:
Announcements and messages will be communicated via email. Please provide email for a primary contact person who regularly accesses email			
Primary Contact Person:		Telephone (include area code):	
Email:		Website:	
Are you U.S. Citizen: yes <input type="checkbox"/> If not, you are not eligible to apply.			
Please specify the amount of funding requested: \$			
Visual Artist: -Images of work CD or DVD -Two page current resume	Literary Artist: -15 page writing sample -Two page current resume	Performing Artist: -One 90 sec. work sample DVD with description -Two page current resume	Multidisciplinary -One90 second work sample DVD with description -Two page current resume
ELECTED CITY OFFICIAL OF APPLICANT'S ADMINISTRATIVE OFFICES (Available from Municipal Clerk 541-4127 or www.elpasotexas.gov/government .)			
City Council Representative:			
District #:			
FOR MCAD USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE			
Check if received: Check list form (signed)		Qty/Each	Staff Review Completed by (print name):
<input type="checkbox"/>	Application 1 original & 6 copies		Date Stamp:
<input type="checkbox"/>	Resume (2 page)		
<input type="checkbox"/>	CD/DVD		
<input type="checkbox"/>	Sample		

Applicant Name: _____

ASSURANCES AND SIGNATURES

If funding is awarded, the applicant hereby assures the MCAD that:

1. Any funds received as a result of this application will be used solely for the purposes described.
2. The activities and services for which financial assistance is sought will be administered by or under the same supervision of the applicant organization.
3. The applicant is an individual artist as defined by the Internal Revenue Service, or an educational institution, or a unit of government.
4. The applicant will comply with the following: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 and City of El Paso Ordinance No. 9779 C.1. regarding accessibility; Drug Free Workplace Act of 1988; Texas Assumed Business or Professional Name Act; Section 5(j) of National Foundation of the Arts and Humanities Act of 1985 regarding labor standards and City of El Paso Ordinance No. 8790 regarding soliciting money or property.
5. The individual applicant(s) have read, understand and will conform to the intent outlined in the current Funding Program Guidelines for the City of El Paso.
6. The undersigned have been duly authorized by the other artists to submit this application and support material.
7. In addition to the assurances listed above, the applicant hereby assures the City of El Paso that the applicant will comply with the following:
 - a. Equity Mandate regarding equitable procedures for the distribution of resources to recipients who reflect the geographical, cultural, and ethnic diversity of the state's population.
 - b. Obscenity Clause Section 10(7)(b) of the Texas Commission on the Arts Enabling Legislation, which prohibits the Texas Commission on the Arts and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program that includes obscene material as defined in Section 43.21 Penal Code of Texas.

CERTIFICATION

I certify that all information contained in this application, including all support material, is true and correct to the best of my knowledge.

Signature of Individual Artist

Complete Legal Name (print)

Date

Please use BLUE INK for signatures and PRINT your complete legal name.

Applicant Name _____

NARRATIVE

Answer all questions. Use a clear, easy to read font of at least 11-points (Times New Roman or Arial)

Use only the space provided. Do not attach additional pages, unless specifically indicated.

<p>1. Check the type of service you are proposing to provide. Please select only one choice.</p> <p><input type="checkbox"/> Visual Artist <input type="checkbox"/> Multidisciplinary</p> <p><input type="checkbox"/> Literary Artist</p> <p><input type="checkbox"/> Performing Artist</p>
<p>2. Describe the project or event. Include art form and style. Please only use space available.(no more than 350 words)</p> <div style="border: 1px solid black; height: 550px; width: 100%;"></div>

3. Provide the project objectives, timeline and location to deliver service to the community. **Please only use space available.(no more than 150 words)**

4. Describe the project evaluation plan. Explain how data will be collected to demonstrate the success of the project. **Please only use space available. (no more than 150 words)**

Applicant Name: _____

AIP – BUDGET FORM

Round off all figures to the nearest dollar. Definitions pertaining to this form are provided in Proposal Instructions and Definitions. **Figures should reflect actual amounts for the project. September 1, 2013 through August 15, 2014.**

Click twice to activate the excel form that is embedded in this program

Fiscal Year 2013-2014	From:			
		mm/dd/yyyy	mm/dd/yyyy	Total Project
		COLUMN A	COLUMN B	A+B
EXPENSES (for this project only): Please itemize the breakdown		Estimated Budget	Other Funding If available	
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
TOTAL EXPENSES		\$0.00	\$0.00	
TOTAL PROJECT EXPENSES				\$0.00

City of El Paso Museums and Cultural Affairs Department
REVIEW PANEL NOMINATION INSTRUCTIONS
Fiscal Year 2014-2015

The City of El Paso Museums and Cultural Affairs Department (MCAD) is looking for qualified individuals to serve as Review Panelists to assist the department with the Funding Program application review process. Selected panelists will serve on a review panel and review funding applications submitted to MCAD.

PANEL MEMBERSHIP CRITERIA

Knowledge: A panel member must have a high level of knowledge in a given arts/cultural discipline or field; the MCAD welcomes members who are not arts experts, but who have served as board members and are knowledgeable in the arts and culture non-profit sector from an administrative perspective

Understanding: A panel member's knowledge must not only relate to an arts discipline or field, but to the diversity and cultural, ethnic, aesthetic, and artistic plurality of the El Paso region

Experience: A panel member must be able to demonstrate a history of involvement in the management, artistic direction, and/or participation in a professional, community or emerging arts organization

Standards: A panel member must be dedicated to the highest professional standards within their respective discipline or field

Responsibility: A panel member must be able to attend the panel orientation and scheduled review meeting, as well as perform site visits if/and as requested by the MCAD; Panel members receive copies of the funding applications in advance and are required to review them prior to the scheduled panel meeting

PURPOSE OF REVIEW PANEL

- Provide a qualitative evaluation of the applications submitted to the MCAD
- Score all applications on their relative merit
- Comment on the reasonability of the funding requested in relationship to the proposed project or service
- Provide knowledgeable guidance to the MCAD in working with a given applicant in the future
- Provide advice and guidance to the MCAD staff
- Not make funding determinations or funding level recommendations – **panelists do not make funding decisions**

A variety of backgrounds and broad discipline representation must be included in the Review Panel. Selected panelists must also represent:

- Major institutions; arts/cultural organizations (both established and emerging), educational institutions, individual artists
- Appropriate geographic, ethnically diverse, disability and gender representation
- A balance of knowledgeable law and professional representation

HOW TO NOMINATE YOURSELF OR SOMEONE ELSE

The role of the panelist:

- All applications are subject to the Review Panel Process
- Panelist will score and rank applicants in accordance with established criteria for each funding program.
- Provide a quantitative evaluation of the applications submitted to the MCAD
- Score all applications on their relative merit. Based on 100 points
- Comment on the reasonability of the funding requested in relationship to the proposed project or service
- Provide knowledgeable guidance to MCAD in working with a given applicant in the future
- Provide advice and guidance to MCAD staff
- **All scores are averaged and the applicants are ranked based on their total score**
- Applicants must attend the peer review panel meeting to present a brief organization/project summary and answer questions about the organization and/or proposed scope of work. With the exception of the Community Arts Program which allows for a brief demonstration by the artist

Nominations may be made by any interested individual or organization. Nominations must include a fully completed nomination form with all questions answered **PLUS** a copy of the nominee's resume/bio. A Nomination Form is available on the website (www.elpasotexas.gov/mcad) under the **Cultural Funding Program** section.

An interested individual may be nominated for the following Review Panels:

Operating Support Program (OSP): Provides operating support to large, non-profit arts and cultural organizations providing a season of activities open to the public, active community outreach and related activities that have a cultural tourism appeal. OSP is designed to support the organizational stability of El Paso's arts and cultural assets as well as to cultivate organizational growth and professional development. This category is open to organizations with a minimum three (3) year history of funding support by the MCAD. The program supports general operating expenditures, including artistic and administrative expenses. Organizations funded through OSP must provide monthly reporting on activities and programs presented by the organization, attendance, venue, and information on programs offered for free and/or cost.

Project Support Program (PSP): Provides project support to non-profit arts and cultural organizations and other community based organizations that are reflective of the El Paso region's rich and diverse art, culture and heritage. PSP supports programs that provide high quality arts experiences that are innovative, accessible and appealing to local residents and visitors alike. Project support funds can be used for all project-related expenses such as administration, production, artistic fees, coordination (including staffing), audience development, outreach, and marketing. Organizations funded through PSP must provide annual reporting on the program or event sponsored through PSP, including attendance, venue and cost.

Community Arts Program (CAP): Provides funding for non-profit arts and cultural organizations and individual artists to provide a variety of arts and cultural activities that have a focus on arts education and community arts development. The program will create a roster of arts and culture providers available to provide services throughout the city. CAP is designed to encourage creative interaction among artists, residents and neighborhoods, as well as to encourage collaboration between

artists and community-based organizations/services. The program funds can be used for service-related expenses such as administration, personnel (artistic and technical), in addition to other expenses related to the service/activity the artist or organization wishes to provide. Organizations or individuals funded through CAP must provide ongoing reporting on each program or event sponsored through CAP including attendance, venue, and an evaluation of the program. Community hosts must also provide a completed evaluation of each program or event sponsored through CAP.

Artist Incubator Program (AIP):

This program promotes awareness of the contributions that El Paso artists make in our community.

This program will provide funding directly to individual artists.

This category is for:

Individual artist who are residents of El Paso

to create new work by professional and emerging visual, literary and performing artists living in El Paso. This program is highly competitive.

Requirements for AIP are:

Provide a report at the conclusion of a program or event that includes attendance, location, an evaluation of the program, and financial statement.

AIP grants range from \$1,500 to \$3,500.

Individuals can apply only every other year. This is true only for AIP

City of El Paso Museums and Cultural Affairs Department

REVIEW PANEL NOMINATION FORM

Fiscal Year 2014-2015

Answer all questions. Use a clear, easy to read font of at least 12-points. **Attach a bio or resume. Hand-written forms will not be accepted.** Download form at www.elpasotexas.gov/mcad.

Name of Nominee:												
Title/Name of Organization:												
Mailing Address:												
City:	State:	Zip Code:										
Physical Address: (if different)												
City:	State:	Zip Code:										
Telephone (include area code):												
Email:												
Select the Review Panel(s) the Nominee is interested in serving on. Select all that apply. <ul style="list-style-type: none"> <input type="checkbox"/> Operational Support Program (OSP) <input type="checkbox"/> Project Support Program (PSP) <input type="checkbox"/> Community Arts Program (CAP) <input type="checkbox"/> Artist Incubator Program (AIP) 												
Use the Discipline Classification List on the following page to select the strongest two (2) areas of expertise for the Nominee. (For example, 1.A. = Dance/Ballet, etc.) 1. _____ 2. _____												
Nominee Information: Completing the following information is optional; however, providing this information enables MCAD to ensure that panels are diverse and balanced.												
Select the Nominee's appropriate categories: <table border="0"> <tr> <td>A. <input type="checkbox"/> Male</td> <td><input type="checkbox"/> Female</td> </tr> <tr> <td>B. <input type="checkbox"/> African American</td> <td><input type="checkbox"/> Asian</td> </tr> <tr> <td><input type="checkbox"/> Latino/Hispanic</td> <td><input type="checkbox"/> Native American</td> </tr> <tr> <td><input type="checkbox"/> White, Non-Latino/Hispanic</td> <td><input type="checkbox"/> Native Hawaiian or other Pacific Islander</td> </tr> <tr> <td><input type="checkbox"/> Other ethnicity</td> <td></td> </tr> </table>			A. <input type="checkbox"/> Male	<input type="checkbox"/> Female	B. <input type="checkbox"/> African American	<input type="checkbox"/> Asian	<input type="checkbox"/> Latino/Hispanic	<input type="checkbox"/> Native American	<input type="checkbox"/> White, Non-Latino/Hispanic	<input type="checkbox"/> Native Hawaiian or other Pacific Islander	<input type="checkbox"/> Other ethnicity	
A. <input type="checkbox"/> Male	<input type="checkbox"/> Female											
B. <input type="checkbox"/> African American	<input type="checkbox"/> Asian											
<input type="checkbox"/> Latino/Hispanic	<input type="checkbox"/> Native American											
<input type="checkbox"/> White, Non-Latino/Hispanic	<input type="checkbox"/> Native Hawaiian or other Pacific Islander											
<input type="checkbox"/> Other ethnicity												
Nominated By: (if applicable)												
Title/Organization:												

City of El Paso Museums and Cultural Affairs Department

DISCIPLINE CLASSIFICATION LIST

Fiscal Year 2014-2015

Use this list to complete the Review Panel Nomination Form on the previous page.

1. Dance (all forms) A. Ballet B. Ethnic/Jazz (includes folk-inspired, see #12) C. Modern	8. Media Arts (see #14 for multi-media) A. Film B. Audio (includes radio and sound installation) C. Video D. Digital, web-based
2. Music A. Band (not jazz/popular) B. Chamber (quartets, quintets, Da Camera) C. Choral D. New (experimental, electronic) E. Ethnic (includes folk-inspired, see #12) F. Jazz G. Popular (includes rock) H. Solo/Recital (only solo artists) I. Orchestra (symphonic/chamber)	9. Crafts A. Clay B. Fiber C. Glass D. Leather E. Metal F. Paper G. Plastic H. Wood I. Mixed Media
3. Opera/Musical Theatre A. Opera B. Musical Theatre	10. Literature A. Fiction B. Non-Fiction C. Playwriting D. Poetry
4. Theatre A. Mime B. Puppet C. Theatre for young audiences D. Theatre in general	11. Interdisciplinary Pertaining to art forms/art works that integrate more than one arts discipline to form a single work; collaborations between/among the performing and/or visual arts (includes performance art)
5. Visual Arts A. Experimental B. Graphics (includes press, print making, illustrations) C. Painting (includes watercolor) D. Sculpture	12. Folk Arts Pertaining to oral, customary, material and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups; does not include folk-inspired dance or music such as interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition
6. Design Arts A. Architecture B. Fashion C. Graphic D. Industrial E. Interior F. Landscape architecture G. Urban/Metropolitan	13. Humanities Pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches
7. Photography (includes holography)	14. Multi-disciplinary Pertaining to two (2) or more arts disciplines; does not include interdisciplinary activities or events; does include all multi-media technology, websites, training, etc.

Cultural Funding Guidelines

Application Timeline

Fiscal Year 2014-2015

March 3, 2014	Guidelines & Applications available online www.elpasoartsandculture.org Each applicant will be responsible for printing their own copy of the Cultural Funding Guidelines and the Application of the Program for which you will apply.	
Orientation Sessions	Attendance is mandatory for all applicants	
	<u>Early Bird Sessions:</u>	<u>Late Sessions</u>
Operational Support Program	March 11, 2014 AM session 9:00am -9:45am City of El Paso Museums and Cultural Affairs Department Board Room 400 West San Antonio Suite A El Paso, TX 79901	No late Session
Project Support Program	March 18, 2014 AM session 10:00am-10:45am Judge Marquez Library 610 N. Yarborough El Paso, Texas 79915 or March 20, 2014 PM session 5:30pm - 6:15pm El Paso City Hall, Main Room 2 nd Floor 300 N. Campbell El Paso, Texas 79901	April 15, 2014 AM session 10:00-10:45am Cisneros Library 1300 Hawkins El Paso, Texas 79925 or April 15, 2014 PM session 5:30pm-6:15pm El Paso City Hall, Main Room 2 nd Floor 300 N. Campbell El Paso, Texas 79901
Community Arts Program	<u>March 18, 2014</u> AM session 11am-11:45am Judge Marquez Library, 610 N. Yarborough El Paso, Texas 79915 Or March 20, 2014 PM session 6:15pm-7pm El Paso City Hall, Main Room 2 nd Floor 300 N. Campbell El Paso, Texas 79901	<u>April 15, 2014</u> AM session 11:00am-11:45am Cisneros Library 1300 Hawkins El Paso, Texas 79925 Or April 15, 2014 PM session 6:15pm-7:00pm El Paso City Hall, Main Room 2 nd Floor 300 N. Campbell El Paso, TX 79901

Artist Incubator Program	<p>March 18, 2014 AM session 12:00pm-12:45pm Judge Marquez Library, 610 N. Yarborough El Paso, Texas 79915 or March 20, 2014 PM session 7:00pm-7:45pm El Paso City Hall, Main Room 2nd Floor 300 N. Campbell El Paso, Texas 79901</p>	<p>April 15, 2014 AM session 12:00pm-12:45pm Cisneros Library 1300 Hawkins El Paso, Texas 79925 or April 15, 2014 PM session 7:00pm-7:45pm El Paso City Hall, Main Room 2nd Floor 300 N. Campbell El Paso, TX 79901</p>
April 28, 2014	Applications Due: applications must be hand delivered or postmarked by the deadline date OSP, PSP, CAP, AIP	
May 29, 2013	<p>Applicant schedule for Panel Review times will be posted online: www.elpasoartsandculture.org It is the applicant's responsibility to check the review time online. No notices will be sent to applicants directly.</p>	
<p>El Paso Museum of History, Seminar Room June 3, 2014 June 10, 11, 2014 June 17, 18, 2014 June 24, 25, 2014</p>	<p>Panel Review Sessions Failure to attend the panel meeting will result in a reduction of 20 points Operational Support Program (OSP) Panel Review Project Support Program (PSP) Panel Review Community Arts Program (CAP) Panel Review Artist Incubator Program (AIP) Panel Review</p>	
July 17, 2014	<p>Program Recommendations Based on applicant's scores and availability of funds, recommendations for awards and declines are forwarded to the Museums and Cultural Affairs Advisory Board (MCAAB) for review and approval</p>	
End of August, 2014	<p>City Council approves FY 2014 City Budget</p> <p>Funding amount determination letter will be sent out to all awardees or declines after City Council Approval of the Budget for FY 2015 (September 2014 through August 2015)</p>	
September, 2014	<p>Contracts will be drafted for Fiscal Year 2015 (September 1, 2014 through August 15, 2015) All contracts must be signed no later than November 15, 2014</p>	